

## **JOB POSTING**

### **Research and Grants Administrator**

Full-time position with benefits to begin as soon as possible.

The National Bureau of Economic Research is the nation's leading non-profit economic research organization. Since 1920 the NBER has developed and disseminated impartial information on a wide range of issues that are important for public and private decision makers. The NBER coordinates research by more than 1,600 economics professors at leading colleges, universities and business schools throughout the United States.

Please note: This position is based in the NBER's Cambridge, MA office and may be eligible for a combination of in person and remote work. Work arrangement options will be discussed during the hiring process.

The NBER is seeking a Research and Grant Administrator to join its Research Administration team. The team manages an annual research volume of approximately \$30 million, supporting the NBER research affiliates from proposal submission through close-out. The NBER receives research support from a variety of funding sources, including federal agencies such as the National Institutes of Health and National Science Foundation and private foundations. The Research and Grant Administrator serves as a member of the team of professionals, primarily responsible for stewarding projects throughout the pre-award and post-award grant life-cycle.

#### **Responsibilities include:**

- Work with principal investigators to develop project proposals and manage active grants, ensuring compliance with financial and regulatory requirements. Areas of responsibility include budgets; human subjects; annual reports; subcontracts; financial monitoring and planning.
- Perform all tasks particular to multi-component grants, such as P30 (Center) and P01 (Program Project), as assigned, including specialized annual progress reports; more detailed fund allocation and financial reporting; develop supplemental funding requests; manage inter-institutional coordination & subcontract arrangements; and manage the solicitation, submission, & tracking of individual pilot projects under the grants.
- Keep abreast of new and ongoing NIH and NSF funding opportunities and inform NBER Affiliates; encourage submission of proposals through NBER and coordinate inter-institutional arrangements to facilitate this; provide guidelines, due dates, and advice to PIs; and handle all non-research proposal components.
- Oversee and update web content for assigned grants.
- Communicate effectively with program team, researchers, administrators, and sponsors to facilitate the research including responding to queries from Program Officers or grants management personnel.
- Provide the highest level of customer service to funding agency representatives in the ongoing administration of grants and contracts.
- Follow compliance regulations established by funding agencies and by the NBER, and communicate requirements to researchers and grant-supported personnel.
- Coordinate with data management personnel to support data acquisition and researcher access to sensitive data sets.
- Coordinate with conference department staff to support grant funded research conferences.

- Work closely with Administrative Assistant providing training/mentoring of assistant to support their gradual transition to more independent grant management.
- Other duties as assigned.

### **Qualifications:**

The successful candidate will have excellent interpersonal communication skills, for interactions with all levels of staff, researchers, funding agency personnel, and administrative staff at collaborating institutions, and organizational skills including follow-through and tracking of long-term projects and daily tasks; will be detail-oriented, flexible and precise; and will be very comfortable working with office software including advanced experience in Excel. The ideal candidate will be willing to take on new responsibilities, with opportunities for career development and advancement.

Required qualifications:

Bachelor's degree and 3 - 5 years of experience in pre- and post-award federal grant administration; research, academic or student services administration; project management; or other relevant experience. Knowledge of PHS and/or NSF grant regulations and familiarity with Grants.gov, ASSIST, Fastlane, or Research.gov a plus.

Salary level will be commensurate with experience. The NBER offers a generous benefits package that includes paid time off, twelve scheduled holidays and two floating holidays annually, Blue Cross Blue Shield health, dental, and vision insurance, short-term and long-term disability insurance, medical and dependent care flexible spending accounts, a comprehensive employee assistance program, and an optional employee funded 403(b) retirement plan. After two years of service, employees participate in a 401(a) retirement plan to which the NBER contributes 20% of pay each year.

Qualified candidates should submit a resume and a cover letter outlining relevant experience and qualifications to

Bob Van Olst  
rvosearch@mac.com  
631-278-0508

Final candidate must successfully complete a background check prior to beginning work at the NBER.

For more information about the NBER, please visit our web site at [www.nber.org](http://www.nber.org).

The NBER is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The NBER will make reasonable accommodation for any disabled applicant, and will provide assistance to disabled applicants as needed during the application process.