



Position Title: Grants Administrator

Department: Scientific Grants Program

Reports to: Senior Director of Scientific Grants Program

Position Summary:

The Grants Administrator is an integral member of the Morris Animal Foundation (MAF) Scientific Grants Program team. The Grants Administrator coordinates all steps of the grant application, award, and management process for the donor-driven study program including liaison with the Development team and manages the volunteer scientific alumnus advisory board for all off cycle RFP's. The position involves creating and distributing grant announcements, interacting with donors, processing submissions, coordinating internal and external review, applicant and recipient communication and execution of study awards. The Grants Administrator tracks relevant study approvals, manages study change requests, processes payments, tracks reporting requirements, and maintains complete and accurate records for all studies in the portfolio. This position serves as the MAF contact for volunteer scientific advisors, principal investigators, and administrative offices at applicant and recipient institutions. The Grants Administrator works closely with the Senior Director of Scientific Grants Program to identify items in need of internal and/or external scientific review and strives to build and maintain excellent processes for all steps in the grant application and management process. Additionally, this position provides extensive facilitation and administrative support for on and off-site grant review meetings. Travel up to five days in a row up to three times per year is required.

About Morris Animal Foundation:

Morris Animal Foundation is the oldest and largest non-profit source of funding for science that improves the lives of animals. Established in 1948 by Dr. Mark Morris, DVM, the Foundation has funded over 2000 studies and committed over \$118M to research benefitting companion animals and wildlife. Based in Denver, Colorado, our staff of 35 professionals manages approximately 150 studies at any given time, including the Canine Lifetime Health Project, the largest and most far-reaching study run to date in veterinary medicine. Each year, over \$7M of new research funding is committed through working practices that ensure only the most scientifically robust and impactful studies are supported. Building on this impressive and solid history, the Foundation is entering a new era. We believe with the increasing recognition of the vital role animals' play in the lives of humans, extraordinary growth of our mission is not only possible, but imperative. There is a tremendous amount of work to be done, and we are focused on scalable and sustainable growth of revenues and programs to meet the need.

Position Description:

- Under the direction of the Senior Director of Scientific Grants Program, manage portfolio of grant applications and current studies.
 - Coordinate creation and distribution of RFP calls for new grant applications in collaboration with relevant members of the Development team.
 - Coordinate internal and external review of pending grant applications.
 - Execute award and contracting of new grants.
 - Track receipt and processing of current study progress and final reports.
 - Process study change requests, grant payments, and identify any issues requiring internal or external review.
- Provide facilitation, administrative and logistical support at on and off-site grant review meetings.
 - Coordinate necessary materials for scientific advisory board members before, during, and after all meetings.
 - Manage scoring software and grant scoring during the meeting.
 - Support MAF executive and management staff in hosting meeting attendees, specifically the scientific advisory boards. Represent MAF professionally to the scientific advisory board, MAF trustees, and Foundation guests.
- Assist with inquiries related to the Grants Program from prospective investigators, current investigators, and the general public.
- Communicate effectively and professionally with a variety of stakeholders including scientists, offices of accounting and sponsored programs, and donors.
- Serve as liaison with institutional contracting and accounting offices to resolve any issues around current or pending grant awards.
- Provide administrative support for department as needed and/or directed by Chief Scientific Officer and Senior Director of Scientific Grants Program.
- Assist other members of the Department, as needed, to manage the overall granting processes in an efficient and effective manner.
- Serve as department administrative support backup.
- Serve as backup Database manager.
- Adhere to all foundation policies and procedures and encourage others to do the same.
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination.

Position Requirements:

- College degree (BS/BA) or equivalent experience
- Outstanding organizational skills
- Excellent written and verbal communication, and interpersonal skills
- Ability to work independently and as a team member



- Ability to represent MAF to outside audiences in a professional and competent manner
- Advanced computer skills – Word, Excel, PowerPoint, and previous database experience
- Must be able to lift, carry, push or pull various pieces of equipment to meetings, which may require the ability to lift heavy and awkward objects up to 25 lbs.

Preferred Requirements:

- College degree in science-related field
- Experience working for a grant-making foundation
- Project management/coordination experience
- Experience in liaising with donors and/or clients
- Experience working with Fluxx Grantmaking database

Position Specifications: Full time, exempt, non-supervisory position

Morris Animal Foundation offers competitive pay with ample growth and professional development opportunities for its employees. A full benefits package includes paid employee health, dental, vision, STD, LTD, life insurance as well as a matched 403b, an LSA and our favorite benefit, dogs in the office. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Please email your resume, cover letter, and salary requirements in a word document or pdf, labeled with your complete name to Lisa Whipple at lwhipple@morrisanimalfoundation.org. Please list “Grants Administrator” in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**