



**Position Title:** Grants Administrator

**Department:** Scientific Grants Program

**Reports to:** VP, Scientific Operations

### **About Morris Animal Foundation**

Established in 1948, Morris Animal Foundation is dedicated to improving and protecting the health of animals through scientific innovation, education and inspiration. Our investment in research has yielded life-saving vaccines, new treatments for critical diseases, superior screening tests, and advanced diagnostic tools. We respond to emerging animal health threats that endanger entire species and make new discoveries in basic animal biology to support applied research. With every study we fund - more than 2,780 to date - we strive to advance the science of veterinary medicine, honoring the founding principles of Dr. Mark L. Morris Sr. to benefit animals worldwide.

### **Position Summary**

The Grants Administrator is an integral member of the Morris Animal Foundation Scientific Grants Program (SGP) team. The Grants Administrator manages the complete grant application, award and management process for the large animal (equine and llama/alpaca) grant portfolio, from receiving proposals through post-award grant close-out. The Grants Administrator also will provide administrative and logistical support to the SGP team.

### **Position Essential Functions**

Under the direction of Scientific Programs leadership, the Grants Administrator will follow established Foundation processes to manage portfolio(s) of active, pending and completed grants. Specific duties include:

- Coordinate, create and distribute Request for Proposal information
- Coordinate internal and external Scientific Advisory Board (SAB) review of pending grant applications
- Execute award and contracting of new grants
- Track progress reports and study change requests for active grants and follow established processes to ensure that appropriate review is conducted
- Prepare review materials for SAB members, facilitate and manage grant scoring for SAB meetings
- Assist with inquiries related to the Grants Program from prospective investigators, current investigators and general public
- Communicate effectively and professionally with a variety of stakeholders including scientists, offices of accounting, sponsored programs and donors
- Serve as liaison with institutional contracting and accounting offices to resolve disputes around current or pending grant awards



- Assist with meeting scheduling and logistics, taking and organizing meeting minutes, maintaining accurate data records, and other administrative support duties, as needed
- Assist other members of the Department as needed to manage the overall granting processes in an efficient and effective manner
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same
- Participate in building a culture of accountability, performance and trust
- Promote and adhere to Foundation Core Values: Excellence, Respect, Compassion, Collaboration, Innovation, and Determination

### **Position Requirements**

- Four-year degree (BS/BA) and 2+ years of experience in a nonprofit or university setting
- Outstanding organizational skills
- Strong interest in animal health-related issues, and equine issues in particular
- 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, particularly in Microsoft Office applications and commercial databases
- 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

### **Additional Desired Qualifications**

- BS/BA in an animal health-related field
- Experience with equine health issues
- Grants administration experience in a university or nonprofit foundation setting
- Experience working with Fluxx database

### **Position Specifications:**

Full time, exempt, non-supervisory position

Travel up to five days in a row, up to three times per year may be required.

Applications from candidates outside the Denver area are encouraged as most of the duties for this position can be fulfilled remotely.

**Benefits**

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, LTD and life insurance as well as a matched 403b and a Lifestyle Savings Account. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

**Hiring Salary Range:** \$54,900 - \$68,000 Annually

**How to Apply**

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](mailto:lwhipple@morrisanimalfoundation.org). Please list "Grants Administrator" in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**