



Position Title: Grants Administrator (Two Positions Available)

Department: Scientific Grants Program

Reports to: Project Manager II

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 2,940 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.

Morris Animal Foundation is committed to promoting diversity throughout the organization, its staff, Trustees, and scientific advisers. Diversity within our organization enhances our capacity to communicate, strengthens our organization, makes our culture more robust and allows us to serve animals, donors, and partners more effectively.

The Challenge:

This is an exciting opportunity to contribute to a passionate, driven team and engage with some of the top leaders in animal health research. This position is an important component of grant operations and assisting in helping the Foundation fund and manage grants for the most impactful science to advance the health of animals.

The Team:

Morris Animal Foundation's Scientific Programs (SP) department is driven by the Foundation's mission "*bridging science and resources to advance the health of animals*" and has oversight for the Golden Retriever Lifetime Study and the grantmaking activities of the Foundation. The Grants team includes pre-award functions like advertising requests for proposals (RFP), receiving proposals and facilitating scientific review; and post-award grant management, including monitoring progress and impact of funded grants.

The Skill Set:

The Grants Administrator will be an organized and detail-oriented individual that can collaborate with the Grants team on a variety of tasks. The right candidate will have previous work experience in a nonprofit organization or university, strong data management skills, excellent written and oral communication skills, and the ability to collaborate with other departments, internal and external scientists, and organizations.

**Position Summary:**

Once fully trained, the Grant Administrator will have ownership for assigned projects and/or portfolios. They will generally focus on either RFP facilitation or grant management, depending on the needs of the team.

Position Requirements:

- Four-year degree (BS/BA) and 1-2 years of work experience in a nonprofit organization or university
- Ability to quickly master new databases and applications; experience using Microsoft Office applications (Excel, Word, Outlook, and PowerPoint) and video conferencing software
- Strong organizational skills
- Detail oriented
- Highly collaborative and team-oriented
- Ability to communicate effectively with various stakeholders including scientists, Foundation donors and colleagues
- Interest in improving animal health and welfare

Additional Desired Qualifications:

Experience using Fluxx grant management software is desired

Position at a Glance:

The person in this role will coordinate communications between the Grants team and external stakeholders via established procedures. In addition, they will coordinate assigned projects or portfolios and maintain records in the Foundation's Fluxx database.

Essential functions include:

- Develop a working knowledge of the Fluxx grant management software; assist with data management, process testing, optimization, internal inquiries, and user registration in Fluxx
- Assist with meeting scheduling and logistics; record and organize meeting minutes, maintain accurate tracking spreadsheets and dashboards, and provide other administrative support as needed
- Manage and respond to external email and phone inquiries about grantmaking processes
- Coordinate and track data for the Animal Welfare Advisory Board (AWAB) and/or the Animal Health Advisors registry
- Review proposal guidelines, grant reports, grant amendments and other documentation
- Adhere to the Foundation's safety policies and procedures and encourage others to do the same



Within the first three months, you will:

- Build an understanding of the Foundation and its mission, operations, workflow, and scientific portfolios.
- Understand the processes of grant management utilized at Morris Animal Foundation
- Begin training on Fluxx grant management software and perform routine tasks in Fluxx
- Manage and respond to external emails and phone inquiries about grantmaking processes
- Aid the SP Team during application intake
- Learn the grant-making lifecycle
- Record and organize meeting minutes

Within six months, you will:

- Begin assisting with Fluxx data management, process testing, and optimization
- Be responsible for assigned projects/portfolios
- Review and revise grant documents
- Participate in a SAB meeting

Within one year, you will:

- Successfully manage assigned projects/portfolios
- Monitor and respond to internal Fluxx tickets
- Be proficient in the Fluxx grant management software, including the administration panel
- Maintain accurate tracking spreadsheets and dashboards

Benefits (To name a few!)

Morris Animal Foundation offers competitive pay, merit-based raises and bonuses, and ample growth and professional development opportunities for its employees. A full benefits package includes 100% paid premiums for employee health, dental, vision, LTD, life insurance and a 403b retirement account with up to 6% employer match. Employees are given accrued vacation time, six personal days per fiscal year, 10 paid holidays, a lifestyle and fitness reimbursement, work from home equipment reimbursements and nine weeks paid FMLA medical and parental leave. Come be a part of a compassionate and collaborative organization that is bursting with pride for its mission!

Position Specifications: Full time, exempt, non-supervisory position. Competitive salary and excellent benefit package.

Work Location Requirements: Currently working remote, transitioning to hybrid model (available to attend in-person meetings as necessary) as COVID-19 conditions change.

Hiring Range: \$51,961 - \$60,000



How to Apply

Please email your resume in a Word document or PDF, labeled with your complete name to the People & Culture Department at PCD@morrisanimalfoundation.org. Please list **Grants Administrator** in the subject line of your email. **Incomplete and/or inaccurate applications will not be considered.**

COVID-19 Vaccination Policy

Morris Animal Foundation is a science-based organization and supports the research community behind FDA-approved vaccines. The Foundation also is committed to protecting the health and well-being of our employees, their families, and members of our community against coronavirus (COVID-19) infection. Beginning February 1, 2022, proof of COVID-19 vaccination will be required for all employees per our COVID-19 Vaccination Policy. Employees that are not vaccinated due to a qualifying medical condition or on the basis of a sincerely held religious belief can request accommodation at the time of the job offer.

Morris Animal Foundation Core Values*

Respect – We act with integrity and are accountable to the needs of others and respectful of their time, expertise, and opinions. We listen and communicate thoughtfully, directly, and openly, always assuming good intent. We are inclusive and value diversity.

Excellence – We advance animal health by funding only research that meets the highest scientific standards. We are committed to ensuring the best use of donor funds and Foundation resources to benefit animals everywhere.

Compassion – We care deeply about animals and the people who care for them. It is our responsibility and an honor to improve animal health.

Collaboration – We actively partner, creatively work together and freely share ideas to advance the science of animal health and grow our impact. We nurture, grow and educate the animal health community that shares our passion. Together we can do more.

Innovation – At our core, we value proven science but also seek creative solutions to meet the growing challenges of animal health in a changing global ecosystem. Based on what we learn, we constantly evolve to achieve our mission.

Determination – We are driven by our mission and seek answers with relentless pursuit. Using science as our compass, we develop pathways to animal health solutions. So long as animals face health concerns, we will continue to find answers.

*These are core competencies that are expected of all employees of Morris Animal Foundation