

**Position Title:** Grants Administrator

**Department:** Scientific Grants Program

**Reports to:** Program Manager, Pre-Award

**The Opportunity:** This is an exciting opportunity to contribute to a passionate, driven team and engage with some of the top leaders in animal health research. As Grant Administrator, the right candidate will successfully guide a portfolio of projects, request for proposals, and grants in support of the Morris Animal Foundation's Scientific Grants Team and the Golden Retriever Lifetime Study.

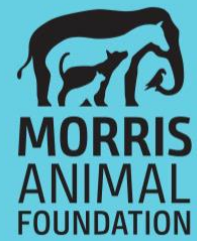
**About Morris Animal Foundation:**

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 3,000 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:** The person in this role will assist the Foundation in funding and managing a diversified portfolio of grants and RFPs that support impactful science to advance the health of animals. The Grants Administrator will expertly coordinate communications between the Grants team and external stakeholders using established techniques and procedures. In addition, they will coordinate assigned projects and portfolios as well as accurately maintain records in the Foundation's Fluxx database.

**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.



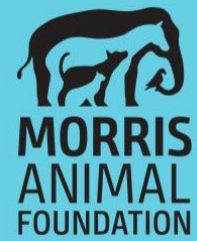
**The Skill Set:** The Grants Administrator will be an organized and detail-oriented individual who can collaborate with the Grants team on a variety of tasks. The right candidate will have previous work experience in a nonprofit organization or university, strong data management skills, excellent written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

**Position Requirements:**

- Four-year degree (BS/BA) and 1-2 years of work experience in a nonprofit organization or university
- Ability to quickly master new cloud-based platforms, applications, and collaboration systems.
- Experience using Microsoft Office applications (Excel, Word, Outlook, and PowerPoint) and video conferencing software
- Strong organizational, process and project delivery skills
- Detail and accuracy 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
- 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

**Essential functions include:**

- Develop a working knowledge of the Fluxx grant management software
- Assist with RFP processes with the intention of eventual portfolio management
- Engage with external stakeholders, including identifying and recruiting Scientific Advisory Board members
- Assist with meeting scheduling and logistics; record and organize meeting minutes, maintain accurate tracking records, and provide other administrative support as needed
- Manage and respond to external email and phone inquiries about grantmaking processes
- 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

**Additional Desired Qualifications:**

Experience using Fluxx grant management software is desired. Experience and/or education in Veterinary Medicine/Animal Health related field.

**Position at a Glance:****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:**

- Be responsible for assigned projects/portfolios
- Review and revise grant documents
- Participate in a SAB meeting

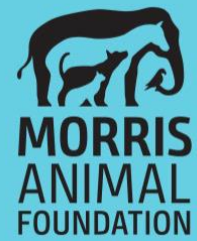
**Within one year, you will:**

- Successfully manage assigned projects/portfolios
- Facilitate a SAB meeting
- Be proficient in the Fluxx grant management software
- Maintain accurate tracking records

**Benefits (To name a few!)**

Morris Animal Foundation offers competitive pay, merit-based raises, 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 position.* Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Must be able to read, write, and communicate fluently in English. If hired, you will be required to furnish proof of your eligibility to work in the U.S.



**Work Location Requirements:** Hybrid Work Model (some in office work required at MAF central office in Denver; exact amount depends on position duties, current projects and schedule needs.)

Colorado candidates preferred; Remote work may be considered in certain circumstances. MAF is not currently hiring in CA, HI, NY, NJ. Candidates are welcome to apply if willing to relocate prior to start date.

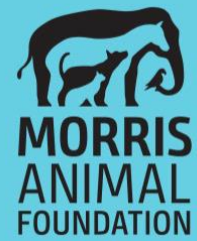
**Hiring Range: \$51,961 - \$60,000**

**How to Apply:**

Please email your resume and a cover letter that includes how you heard about this job and your salary requirements in a Word document or PDF, labeled with your complete name to the People & Culture Department at [PCD@morrisanimalfoundation.org](mailto:PCD@morrisanimalfoundation.org). Please list **Grants Administrator** in the subject line of your email

**Covid-19 Vaccination Policy**

MAF is a science-based organization and supports the research community behind FDA-approved vaccines. MAF is also committed to protecting the health and well-being of our employees, their families, and members of our community against coronavirus (COVID-19) infection. 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