Position Announcement:

**SENIOR ADMINISTRATIVE & GRANTS MANAGER**  
Consortium on Law and Values in Health, Environment & the Life Sciences  
University of Minnesota  
(Job ID #338891)

**Date:** January 15, 2021  
**Classification & Title:** Administrative Consultant/Analyst 1, 9341A1  
**Supervisor:** Prof. Susan Wolf, Consortium Chair  
**Percentage & Term:** 100%, 12 months, continuing appointment  
**Working Title:** Senior Administrative & Grants Manager

This 100% time position is the lead administrator and staff supervisor for the Consortium on Law and Values in Health, Environment & the Life Sciences (http://consortium.umn.edu). This highly interdisciplinary unit links 21 top centers and programs across the University, crossing most colleges and reporting to the Office of the Vice President for Research (OVPR). The Consortium focuses on the most challenging ethical, legal, and social implications of biomedicine and the life sciences. This University-wide center was founded in 2000 and has established a national reputation for ground-breaking research, publication, events, and thought leadership. The position is located in Johnston Hall on the East Bank campus; some remote work may be negotiable.

The Senior Administrative & Grants Manager is responsible for administrative and staff leadership; coordination of grants development, preparation, and submission; management of finances and project management for funded grants; and strategic and fiscal planning and management for the Consortium. **This position functions with a high level of independence and professionalism.** The position involves negotiation with offices across the University, external funders such as the National Institutes of Health (NIH) and National Science Foundation (NSF), and national experts collaborating on Consortium work. The Senior Administrative & Grants Manager reports directly to the Consortium Chair.

**Essential functions:**

**Program administrative leadership & personnel management (40%)**

- Formulate recommendations on Consortium program development and strategic planning, present these to the Consortium Chair, and collaborate on implementation.
- Act as liaison between the Consortium, University administrators, and internal/external stakeholders; create and facilitate collaborations as needed; drive timely follow-up; maintain positive relationships; advance the Consortium’s reputation for excellence.
- Represent the Consortium at meetings, conferences, and other events as needed.  
  - This may include occasional domestic travel.
- Regularly perform special projects with high-level responsibility and professional independence.
- Provide supervision to administrative staff in the Consortium (2 FTE)  
  - Responsible for performance management, talent development, and leave approvals.
  - Responsible for promotions, reclassifications, salary adjustments, terminations, and handling of complaints.
• Lead HR development for the Consortium and function as resource/liaison for Chair.
  o Assist with development of job descriptions and requisitions; post to University employment system; review applications and provide advice to the Chair on interviews and hiring; approve Research Assistant timecards.
• Function as DFR (department facilities representative) for the Consortium including quarterly building meetings, twice yearly space reporting, and key management for Consortium space.
• Review, update, and create content for the grants pages of the Consortium website and other sections as assigned by the Chair.
• Maintain program historical data and provide reports as needed.
• Other projects as assigned.

Pre-award grants development, preparation, and negotiation; post-award project set-up (20%)
• Assist in all aspects of grant proposal development including:
  o Identify grant proposal opportunities.
  o Interpret grant and contract terms and requirements.
  o Coordinate among multiple PIs, Senior Personnel, grants collaborators, and Consultants.
  o Collaborate with faculty and staff on writing proposals.
  o Develop proposal budgets, including internal child-project budget allocations; draft budget justifications; and negotiate project subawards as needed.
  o Ensure proposal submissions are complete and in compliance with funding agency and University guidelines.
  o Track progress of proposals once submitted to funding agency.
• Lead post-award project set-up including:
  o Complete documents required by the funding agency.
  o Develop revised budgets as needed and submit PS-friendly budgets to SPA.
  o Collaborate with SPA and PI(s) to review terms of pending award for acceptability.
• Review NOGA and establish award within department(s). Collaborate with SPA and proposed subaward organizations, as well as other University colleges and departments, to set up awards, subawards, and effort; negotiate resolution of issues encountered.

Sponsored project management (20%)
• Manage each funded project to ensure completion of milestones, recommending adjustments to project timeline and workflow as necessary.
• Collaborate with PI(s) to ensure projects fulfil requirements on IRB approval, human subjects research education, responsible conduct of research, HIPAA, program income, resource sharing, and data sharing.
• Schedule meetings of project teams and coordinate conferences/webinars related to grants.
  o Manage finances, facilities, food, AV, and travel arrangements.
• Purchase necessary goods and services for grant work, following agency and University policies for allowability, allocability, and reasonableness of costs.
• Prepare agency correspondence as needed. Draft key project documents, including progress and final reports for funding agency, collaborating with the project PI(s).
• Advise on and manage renewals, no-cost extensions, re-budgeting, and close-out of projects.
• Monitor sponsored financial activity, monitor cost-sharing commitments, reconcile accounts, prepare regular financial reports and projections, and meet with PI(s) regularly on project status.
• Review effort statements with PI(s) at the end of each effort period for accuracy; identify needed corrections and work to resolve them.
Fiscal management for the program (20%)

- Ensure the continued financial viability of the Consortium and its programs by making recommendations through analysis of financial data.
  - Conceptualize and draft annual budget request and financial analysis reports for the Chair.
  - Conceptualize and draft long-term budgets and collaborate with the Chair on strategic planning.
  - Oversee and approve program expenditures, following University fiscal policies and procedures.
- Supervise and lead preparation of quarterly budget/expenditure reports to the Chair.
- Stay current on University budget and fiscal policy and practices, providing advice to the Chair.
- Monitor spending via monthly account reconciliation, identify errors and issues, and work with appropriate personnel to resolve.
- Conduct analysis of ICR earnings and salary-offset earnings and request transfers.
- Analyze and recommend approval of effort for the Chair, working with OVPR’s lead accountant.
- Approve all Consortium programmatic and grant expenditures.

Qualifications:

Required: Bachelor’s degree and at least 6 years of experience. Years of experience must include at least four years of professional grants, administrative, and supervisory experience with progressive responsibility. Proven success in pre-award and post-award grants management. Proven track record in high-level administration and financial management, with demonstrated success in analysis and strategic planning. Proven track record in staff collaboration and supervision, leading complex and on-time teamwork. The successful candidate will have excellent written and verbal communication skills and will function with a high-level of professionalism and independence.

Preferred: Experience with University programs such as Enterprise Financial Systems and Grants Management User Network. Proven experience successfully managing grants from the National Institutes of Health (NIH) and/or National Science Foundation (NSF). Demonstrated experience in managing project groups comprised of national experts. Experience working in an academic environment and successfully collaborating with faculty, staff, and students. Demonstrated experience successfully supervising a team.

Application Instructions: Please apply online using the University’s on-line employment system. In the Search Jobs bar, enter 338891 to be find the job posting. Submit a cover letter, resume, and contact information for 3 references. Applications will be reviewed as they are received. The position will remain posted until filled.

Questions regarding this position may be directed to Professor Susan Wolf at swolf@umn.edu.
Consortium on Law and Values in Health, Environment & the Life Sciences (consortium.umn.edu)
316 Johnston Hall
101 Pleasant Street SE
Minneapolis, MN 55455