



Guttmacher Institute

Title: Research Administrative Manager, Grants and Contracts
Status: Full-time, Regular, Exempt
Reports to: Director of Research Administration
Location: New York City
Date: March 2018

Organization:

Founded in 1968, the Guttmacher Institute is a global leader in advancing sexual and reproductive health and rights. Through a unique and interrelated program of high-quality research, evidence-based advocacy and strategic communications, the Institute works to generate new ideas, encourage enlightened public debate and promote sound policy and program development. The Institute's overarching goal is to ensure the highest standard of sexual and reproductive health and rights for all people worldwide.

Position summary:

Reporting to the Director of Research Administration, the Research Administrative Manager works closely with the director and the Research Administrative Manager, Operations and Budgets, to ensure smooth functioning of the Research division and plays a key role in performing and managing the day-to-day administrative and managerial functions of the division. Primary responsibilities include oversight of contract development and disbursement of payments, assisting with US government grant submissions and reporting, and project and budget management. The Research Administrative Manager also supports three Directors of Research and two Vice Presidents for Research in successfully managing the division's administrative and managerial needs.

Responsibilities:

Monitor research division contracts:

- With the support of Research administrative staff, track all contracts/agreements in the research division;
- Assist project staff in developing new contracts that reflect current regulatory practices;
- Monitor schedule of payments on all contracts;
- Ensure that appropriate invoicing and financial reporting is provided by subcontracted partner organizations/consultants;
- Assist Finance staff, as needed, to prepare for audits related to work arrangements with partners/consultants.

Assist in U.S. government grant submissions and reporting:

- Support the Director of Research Administration in preparing and submitting grant proposals to NIH, OPA and other U.S. government agencies;
- Work with proposal team to develop budgets, and convert budgets into the grant submission format;

- Ensure familiarity and compliance with government funding certifications, assurances, and registrations;
- Monitor schedules for grant reporting and assist with documents related to funder-requested information, progress reports/continuation proposals.

Budgeting and project management support:

- Work closely with Research division staff to ensure appropriate budgeting and management of projects;
- Communicate with colleagues in Development and Finance to help monitor expenditure of funds and comply with necessary reporting regulations.

Support divisional-level management:

- Assist directors with allocation of staff time and resources, including ascertaining project staffing needs and providing assistance with recruitment efforts;
- Work with directors and Research administrative staff in responding to inquiries regarding internships and other opportunities for collaborating with the Research division;
- Facilitate opportunities for staff development for junior and mid-level staff;
- Assist with supervision of Research administrative staff.

Coordinate project workplan review process:

Assist the Research Administrative Manager, Operations and Budgets, to:

- Work with project managers and project principals to obtain necessary information to inform monthly workplan changes;
- Facilitate and coordinate proactive communication about projects and workplan activities within the research division and between research and other divisions;
- Work with directors to address competing demands on time for research staff, with the goal of ensuring quality of work and successful completion of work;
- Perform other reasonably related job duties as assigned by supervisor.

Qualifications:

- Master's degree in related field (public administration, policy) and minimum of two years' experience in research administration/coordination, strongly preferred; Equivalent experience of a Bachelor's degree in a related field and minimum of five years' experience also considered;
- Experience with U.S. federal government grant submissions process (e.g. NIH) and related reporting;
- Experience administering partner contracts and related documentation;
- Basic understanding of/exposure to research terminology as it relates to the administrative aspects of the work;
- Ability to professionally communicate with internal colleagues at varying levels, as well as external partners;
- Experience scheduling and coordinating multiple teams' complex work projects/schedules;
- Ability to plan ahead and proactively, in partnership with the Research administration team, anticipate needs and problems;
- Accuracy and efficiency in all aspects of work; attention to detail;
- Demonstrated organizational and administrative skills;
- Ability to work independently with minimal supervision;
- Experience using a project management software a plus;

- Excellent computer skills; proficient in Microsoft Office;
- Experience with developing and monitoring budgets and financial reporting and/or experience with basic accounting in a not-for-profit organization;
- Demonstrated ability to manage confidential materials and issues;
- Interest in sexual and reproductive health issues a plus;
- Experience with research ethics administration/human subjects protection a plus.

Salary and benefits

Salary commensurate with experience. Excellent benefits that include medical, dental, vision and life insurance, 401(k) with employer match, commuting subsidy, and generous time off.

Application

To apply, submit resume and cover letter [here](#).

**Please note that no telephone calls will be accepted. No agencies, please.
The Guttmacher Institute is an equal opportunity employer.**