



25 Love Lane  
Concord, MA 01742  
phone: 978-405-3200  
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www.concord.org

## TITLE

### **Grants Administration Associate**

## GENERAL DESCRIPTION

The Concord Consortium ([www.concord.org](http://www.concord.org)) is an independent, non-profit research and development organization, which seeks to improve education by harnessing the best of educational technology. We work at the national and international levels, providing low-cost, innovative solutions to pressing educational problems. CC has developed a wide range of software components including sophisticated simulations of molecules and genetics that are enthusiastically embraced by educators worldwide. Our goals include creating and adapting these components and researching how they can help improve student learning.

CC is looking for an outgoing individual who can work independently and in a strong team environment. The Grants Administration Associate should be flexible and willing to dive into many aspects of Finance & Administration responsibilities.

The work environment at Concord Consortium is casual and flexible, but fast paced and stimulating. CC provides excellent benefits including medical and dental coverage; flexible spending accounts; life and long-term disability insurance; vacation time, sick days and short-term crisis leaves; tuition reimbursement; and generous retirement contributions.

## SPECIFIC RESPONSIBILITIES

The Grants Administration Associate assumes responsibility for a wide range of research administration duties, which include:

- Assist with monitoring of Federal grants & contracts
- Ensure compliance with grantee and CC's policies and procedures
- Ensure appropriate documentation is in place
- Provide proposal development assistance
- Collect back up documents for business transactions, including purchasing.
- Create Consultant Services Agreements. Work closely with project managers/PI's in regards to CSA requests. Provide consultants information on billing and other related documents. Maintain CSA database and consultant files. Collect and process consultant invoices.
- Coordinate consultant travel preparation with project managers. Process all consultant travel expense reports and ensure all expenses are allowable and applicable.
- Provide back-up support to Operations Manager with facilities & event planning:
  - Help manage building facilities, contact landlord and service providers as needed.
  - Collaborate with IT staff to ensure new employee needs are met.
  - Help coordinate all office moves.
  - Assist with planning and coordinating company wide conferences, bi-annual Board of Trustees Meetings, retreats, and social gatherings.

- Answer wide-ranging questions from CC researchers/administrators about CC's projects, operations and F&A systems
- Team with F&A staff, IT Staff and/or CC researchers in diverse *ad hoc* meetings and small projects as needed.
- Answer main phone line and door buzzer, along with other F&A staff.

## QUALIFICATIONS

- Bachelors degree preferred and a minimum of 2-3 years experience in research administration or similar work.
- Experience in a non-profit organization.
- Experience with federal grants/NSF funding.
- Knowledge of federal sponsors policies and regulations.
- Knowledge of OMB Circulars A-21, A-110 and A-133 and Federal Acquisition Regulations preferred.
- Fastlane and Grants.Gov electronic proposal submissions experience desirable.
- Proficiency in Microsoft Office Suite and using database tools (Filemaker Pro) preferred.
- Proficiency in the following areas: verbal and written communication skills, strong interpersonal skills, organization skills, attention to detail, ability to prioritize & multitask, and the ability to reconcile differing viewpoints. A strong customer service orientation in a deadline driven environment is essential.
- The successful candidate will be required to work on site and must be authorized to work in the United States.

## SALARY

\$48,000-\$53,000 depending on experience

## TO APPLY

Send your resume and cover letter to:

**\*Preferred method-E-mail: [grantsadmin@concord.org](mailto:grantsadmin@concord.org)**

Jennifer Glover  
The Concord Consortium  
25 Love Lane  
Concord, MA 01742  
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The Concord Consortium is an EEO employer. It does not discriminate on the basis of sex, age, race, creed, national original, veterans status, or sexual orientation.