

Grants Manager

New York, NY (East Coast)

Autism Speaks is one of the fastest growing non-profits in the country, dedicated to funding global biomedical research into the causes, prevention, treatments and cure for autism and to raising public awareness. We currently have a career opportunity available for an experienced Grants Manager to complement our Science team. This position is based on the East Coast, preferably in New York City; Princeton, NJ; or Washington, DC.

Grants Manager

Reporting to the Vice President of Scientific Review and Operations, the Grants Manager will assist the Vice President on grants policies and procedures, including the scientific and procedural aspects of the peer review process. The selected individual will apply existing policies and implement updates related to the aspects of the grants process; serve as a grant liaison to other Autism Speaks departments, including Communications and Major Gifts; and manage and develop the online grants system to serve the pre-to-post grant process and portfolio analysis.

Grants Manager responsibilities include:

- Serving as primary contact for all matters regarding Autism Speaks grants, including policies, eligibility issues, pre-and post-award information for internal use and/or public dissemination; overseeing the submission of all grant applications; providing policy information and technical assistance to applicants, reviewers/Scientific Program staff
- Preparing web-based guidelines and instructions for the preparation and submission of grant applications; updating public notices; assisting in preparation of web announcements of funding decisions; maintaining a library of grant resources
- Serving as liaison with other departments at Autism Speaks, e.g., between 1) Grants Division and Communication/PR departments to develop communication material regarding grants (lay abstracts, web newsletter announcements and press releases) and 2) Grants Division and Major Gifts department to provide summary information regarding progress of sponsored grants
- Overseeing the function, maintenance and enhancement of the online grants system; promoting compliance; monitoring and ensuring the integrity and security of the grants site

The qualified candidate will possess a Master's degree in a research/science-related field (Ph.D. preferred), along with a minimum of 2+ years experience in grants administration. Experience with online grants management system(s) and/or relevant scientific areas highly desirable. Experience in non-profit/private grant funding, including practices, procedures, rules/regulations and grant development principles is required. The successful candidate will have solid research capabilities within a scientific setting and be skilled in managing funded grants. Must be creative, resourceful and well-organized. The Grants Manager will be proficient in MS Office, Excel and Grants database software.

Autism Speaks offers a competitive compensation and benefits package, as well as the opportunity to help create a brighter future for autistic children and their families.

Qualified candidates may email resumes with salary requirements to:
pdesaules@autismspeaks.org

No phone calls please. Only those applicants who meet the hiring criteria will be considered and contacted by Human Resources. Autism Speaks is an Equal Opportunity Employer.