

A research institution is in search of a Grants Manager, for its office location in Stanford, CA

The Grants Manager will manage the proposal preparation and post award activities of federal and private grants, contracts and program projects. This position is responsible for ensuring that sponsored projects are in compliance with all company policy, sponsor and government regulations, The Grants Manager will also guide staff through policies and procedures as needed.

The successful candidate should have knowledge of pre-and-post award research administration processes and fluency of governmental regulations (e.g. Uniform Guidance, FAR, CAS). The Grants Manager must be able to work in a dynamic environment as part of a team and serve as liaison and active partner between sponsors, research groups and others.

**Knowledge, Skills and Abilities:**

- Knowledge of governmental regulations (see below)
- Ability to understand, interpret, and communicate policies and procedures.
- Ability to collaborate with others on projects
- Excellent oral, written and communication skills.
- Knowledge of procurement needs, including sole-sourcing, cost analyses, vendor requirements, and business reporting.
- Extreme attention to detail.
- Ability to work well independently, but also to seek or offer assistance when needed.
- Ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project.
- Excellent time management and organizational skills.
- Bachelors Degree required. Certification in Grants Management desired

**Annual salary up to 78K Depending on experience**

**A cover letter and resume can be sent directly to [mapeadu@wksystems.net](mailto:mapeadu@wksystems.net).**