



Job Summary

Grants and Contracts Administrator

The Space Science Institute (SSI) is a nonprofit, public benefit research and education 501(c)(3) corporation with a vision to expand humankind's understanding and appreciation of planet Earth, our Solar System, and the universe beyond. SSI provides high quality organizational, legal, and administrative support to grant-funded researchers and educators, making it possible for scientists to conduct research wherever they are on the projects of their choice in scientific growth areas.

SSI has a current opening for our Grants and Contracts Administrator at our Boulder Headquarters. SSI is looking for someone that is a self-starter, able to work within a team or individually, and can build and foster working relationships remotely and in person. This individual must also have a strong desire to work for a scientific research and educational organization.

Responsibilities and Duties

Some of the anticipated position responsibilities include, but are not limited to:

- Responsible for proposal compliance (reviews and submissions) on behalf of the Principal Investigator (PI) to various funding agencies (NSF, NASA, STScI, NOAA, EPA, DOE, etc.).
- Review annual agency proposal requirement documents and disseminate information internally.
- Set internal proposal deadlines for entry into the organization's proposal calendar.
- Responsible for review and modifications, as needed, to all company legal agreements.
- Responsible for award and contract management, including report submission and compliance.
- Maintain updates in the organization's internal databases of grants and contracts information.
- Communications with funding and regulatory agencies (NASA, NSF, JPL, DCAA, IRS, etc.).
- Other duties and responsibilities as assigned.

Qualifications and Skills

Required Qualifications:

- Bachelor's Degree or equivalent
- 3-5 years of experience relevant to the job duties
- Exceptional skill set in proofing proposals and writing, reviewing, and negotiating contracts
- Must remain professional and have discretion in grant-related matters
- Ability to meet multiple deadlines and adapt to changes as needed
- Able to successfully juggle multiple tasks, responsibilities and priorities
- Strong problem solving/critical thinking skills
- Customer service focused with excellent communication skills through telephone and email

- Strong attention to detail (e.g., tracking, entry, and documentation)
- Ability to find and interpret relevant regulatory resources (i.e., OMB Uniform Grant Guidance, IRS regulations, etc.)
- Strong computer skills, especially in Microsoft Office, including Excel and Microsoft Dynamics GP

Preferred Qualifications:

- Experience in a non-profit organization setting
- Basic understanding of Microsoft Access
- Experience with federal grants, contracts, and related regulations (FAR, OMB UGG, CFR, etc.)

Job Type: Full-time

Benefits: Medical, dental, and vision with HSA and FSA options. Life, AD&D, short-term and long-term disability coverage. Generous employer match with our retirement plan administered through TIAA-CREF. SSI understands the need for a healthy work-life balance and offers paid holidays, vacation, and sick leave accruals on an annual basis. Pet and family friendly work environment. SSI also applies a substantial monthly stipend towards your monthly premium costs associated with these benefits.

Salary: \$55,000-\$65,000/year, commensurate with relevant experience.

If interested:

Please e-mail a cover letter and your resume to ssihr@spacescience.org. Only people selected for interviews will be contacted. All resumes received will be held on file for consideration for 12 months from date of receipt. Inquiries from direct applicants only are preferred, no recruiters or phone calls please.

Please note:

SSI is a non-profit, public benefit research and education 501 (c)(3) corporation and operates as an equal opportunity employer. This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications of the position. To learn more about Space Science Institute and our mission, please visit www.SpaceScience.org