



Job Opening: Grants and Contracts Coordinator

Position Description:

The Space Science Institute (SSI) is hiring a Grants and Contracts Coordinator who has policy, grants, and contracts experience with a strong customer service focus. This position will directly support the Grants and Contracts Administrator along with the Director of Business Operations in carrying out the responsibilities of proposals, grants, contracts, and the related reporting requirements within the Business Operations Branch. Desired candidate will also possess strong knowledge of Microsoft Access, Microsoft Dynamics GP, and Microsoft Office and be a detail-oriented team player.

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

- Grants and Contracts
 - Assist with proposal compliance (reviews and submissions) on behalf of the PI for submission to various funding agencies (NSF, NASA, STScI, NIH, DOE, etc.)
 - Awareness of annual agency proposal requirement documents and assistance with distribution of information on relevant changes internally
 - Assist with setting internal proposal deadlines for entry into SharePoint
 - Responsible for various reporting requirements:
 - Prepare FFATA Subaward Reporting System (FSRS) filings for subcontracts and subawards as applicable
 - Ensure that project reports (annual and final) are filed in a timely manner
 - Updates to and maintenance of grants and contracts information in Access and Microsoft Dynamics GP databases as requested.
 - Back-up point of contact with funding and regulatory agencies
 - Assist with research tasks regarding compliance and cost principle information as necessary or requested.
 - Preparation for funding agency audits, desk reviews, etc.
 - Preparation for annual 2 CFR 200 audit.
- Assistance with organizational policy and procedure as necessary or requested.
- Assistance with organizational insurance policies, including audits as applicable.
- Travel on behalf of the company to professional conferences for professional development, as well as for recruiting and support purposes (when requested and possible).
- State Charitable Registrations and maintenance reporting as applicable.
- Other duties as assigned.

The position is with SSI (www.spacescience.org), a non-profit scientific research and education organization, headquartered in Boulder, Colorado. It is a full-time position in a business casual environment with excellent benefits. Rate offered is \$42,500 to \$47,500 annually, commensurate with appropriate experience.

Required Qualifications:

- Bachelor's Degree and 3-5 years relevant experience
 - Paralegal studies, public policy, and/or pre-law major preferred
- Exceptional skill set in proofing proposals, writing, reviewing, and negotiating contracts

- Experience with Microsoft Dynamics GP, Microsoft Access, and Microsoft Office
- Experience with federal grants, contracts, and related regulations (FAR, OMB UGG, CFR, etc.)
- Strong problem solving, research, and critical thinking skills
- Experience with financial audits and/or funding agency project-specific audits
- Exceptional skill in communicating clearly, both orally and in writing
- Maintenance of effective files and records
- High level of trustworthiness and demonstrate experience with confidentiality

If interested:

Please e-mail your resume, cover letter (detailing relevant past experience), 1 page writing sample such as professional/formal letter, memorandum, brief (or other product of the work), and 3 references to the attention of Rebecca Maniatis at 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 preferred - no recruiters or phone calls please.*

Please note SSI is a non-profit, public benefit 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.