



## Grants and Contracts Administrator – Post Award

The Space Science Institute (SSI) is seeking a Post-Award Grants and Contracts Administrator to provide technical assistance/support for grant funded programs, facilitate the post-award process, and monitor post-award grant compliance. This position will also serve as the main point of contact for funding and regulatory agencies.

The Post-Award Grants and Contracts Administrator will serve as back-up for the Pre-Award Administrator and will report to the Director of Business Operations.

The successful candidate is a highly organized self-starter, skilled at developing working relationships both remotely and in person. This is a full-time position in a business casual, dog friendly environment. Annual salary is \$60-65,000, commensurate with experience.

### **Job duties of the position include:**

- Understanding and ensuring compliance with all applicable federal guidelines, regulatory agencies, and requirements
- Collaborating with the Investigator to ensure the budget reflects the specifics of the project and is compliant with funder/sponsor requirements.
- Contacting sponsors/funders regarding all re-budgeting requests, special permission requests, and guidelines/restriction clarifications.
- Reconciling Federal Financial Reports and Final Expenditure Reports
- Responsibility for award and contract management, including report submissions, compliance, and any/all other award specific items.
- Responsibility for subawards, subcontracts, and modifications including the preparation of FFATA Subaward Reporting System (FSRS) filings for subawards and subcontracts.
- Providing prompt response to PI questions, requests, and concerns.

### **Successful candidate will possess:**

- Bachelor's Degree and 3-5 years relevant work experience. Paralegal, public policy, and/or pre-law major preferred.
- Experience with federal grants, contracts, and related regulations (FAR, OMB, UGG, CFR)
- Experience with financial audits and/or funding agency project-specific audits.
- Experience with non-profit fund accounting and/or intra-company accounting preferred
- Certified Research Administrator (CRA) accreditation preferred

SSI offers a comprehensive benefits package including health/dental/vision with HSA and FSA options. Life, AD&D, short-term and long-term disability coverage. Generous employer match provided with our 403(b) retirement plan. SSI promotes a healthy work-life balance, offering 10 paid holidays, vacation, and sick leave.

### **To Apply:**

Please email resume, cover letter (detailing relevant experience), 1 page writing sample, and 3 references to the attention of Ria Barrows at [jobs@spacescience.org](mailto:jobs@spacescience.org). Only individuals selected for interviews will be contacted. Inquiries from direct applicants are preferred, no recruiters or phone calls please.

SSI is a non-profit, public benefit corporation and operates as an equal opportunity employer. To learn more about our mission, please visit [www.SpaceScience.org](http://www.SpaceScience.org).