



Greater Los Angeles
Veterans
Research & Education
Foundation

Job Title: Post-Award Manager

Department: Administration

Status: Full-Time, Exempt (benefits eligible)

Position Start Date: ASAP or until filled

Salary/Range: DOE (Depending on Experience)

SUMMARY:

Our Veterans have given a selfless gift through their service to our country, and they deserve the best health opportunities available. For more than 90 years, the Department of Veterans Affairs (VA) Veterans Health Administration (VHA) has managed or sponsored research that has led to health care breakthroughs and improved the lives of Veterans and the public. The Greater Los Angeles Veterans Research and Education Foundation (GLAVREF) is an independent, non-profit 501(c)(3) designed to support those efforts with one goal in mind: building relationships to advance research and education for the health of our Nation's Veterans.

GLAVREF administers VA-approved research and education with the belief that excellence in execution and capacity building will strengthen scientific discovery at VA. We are looking for a qualified candidate to join us in the role of Post Award Manager. The Post Award Manager will lead and execute activities that support the work of VA Principal Investigators after they have been awarded a grant or project.

Our main office is located on the West Los Angeles Veterans Healthcare campus and is a full-time salaried position with generous benefits including medical, dental, vision, vacation, sick leave, and 403(b) plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include any combination of the following. Other duties may be assigned.

Post Award Principal Investigator Partnership

- Advises Principal Investigators (PIs) on the overall status of all funding sources relevant to their portfolio of projects.
- Track and notifies PI of progress report submission deadlines.
- Prepares and executes all necessary documentation for subaward (consortium) agreements. Reviews PI progress reports for completeness and adherence to reporting guidelines and communicates any errors to PI.
- Ensure PI has the resources and equipment they need by participating in the procurement process.

- Routinely communicates with PI regarding their progress and provides solutions when needed.
- Analyzes and advises on the status of personnel on projects approaching close-out.
- Promotes GLAVREF mission and goals both within the VA medical community as well as to the public at large.
- Manages GLAVREF PI and Lab Staff Database

Post-Award Financial Administration and Reporting

- Sets up and maintains PI project budget in the accounting system.
- Forecasts financial scenarios and makes sound recommendations for spending plans.
- Researches and recommends solutions to problems related to allocation, expenditure.
- Analyzing budget variances and reviewing and approving allowable expenditures.
- Follow up with PI's on receipt of goods from purchase orders and check request.
- Prepare, reconcile and track subaward invoicing and payments.
- Prepare, reconcile, and track Industry Sponsor invoicing and payments.
- Analyzes awarded research monies and preparing financial projections and reports to ensure the proper expenditures of grant and contract funds as required by the funding agencies.
- Analyzes trends in expenditures (i.e., identifying a dramatic increase in expenditures in a certain category: monitoring expenses close to the project end date, etc.) and recommends and implements a course of action.
- Reviews financial reports and advises PI on the financial status of all projects, including forecasting possible problem areas.
- Ensures that all interim and final technical/financial and invention reporting as required by the funding agency is accurate and is completed on time.
- Report post-award data to the Executive Director and CFO when needed.
- Manages GLAVRE PI and Lab Staff Database

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service, Interpersonal, Teamwork Skills, and Strategic Thinking –

- Strong command of budgeting, financial stewardship, and analysis.
- Superior interpersonal skills; adept with handling diverse personalities, requests, and needs.
- Must be able to handle ambiguity, process, and participate in a collaborative environment.
- Strategic thinker who looks for process improvement and strengthen systems.
- Skilled with presenting data in both written and visual formats.
- Ability to manage a diversified workload with conflicting deadlines and changing priorities.
- Ability to work in an environment with efficient turnaround time and other goals that contribute to high-quality customer service.
- Ability to analyze, problem-solve, interpret and apply policies/regulations.
- Ability to manage multiple projects, tasks, and priorities to achieve desired goals.

- Ability to work independently as well as part of a team.
- Responds promptly to customer needs and requests, managing difficult or emotional customer situations with a focus on solving conflict, not blaming.

Communication –

- Speaks clearly and persuasively in positive or negative situations.
- Listens and gets clarification.
- Responds well to questions.
- Able to read and interpret written information.

Adaptability –

- Adapts to changes in the work environment.
- Manages competing demands.

Business Acumen, Cost Consciousness, Organizational Support –

- Understands business implication of decisions, displaying orientation to non-profit status with demonstrated knowledge of market and competition.
- Aligns work with strategic goals.

Quality –

- Looks for ways to improve and promote quality.
- Monitors own work to ensure quality.
- Demonstrates attention to detail.

EDUCATION and/or EXPERIENCE

To perform effectively in this position, the incumbent is required to have:

- Bachelor's degree or at least five years' experience and/or training in the financial management of sponsored programs or an equivalent combination of education and experience.
- Financial analysis and fiscal management skills.
- Post-award clinical trial and contract/grants management expertise.
- Significant experience in developing, negotiating a variety of agreements including creative problem solving and effective decision making.
- Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management, and financial report.
- Demonstrated commitment to excellence in customer service and performance.

Important Notice: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced, or delegated to meet the business needs of the organization.

TO APPLY: Send a cover letter and resume to leila@glavref.org