

Toiyabe Indian Health Project, Inc.

POSITION DESCRIPTION

POSITION: Grants and Contracts Manager

SUPERVISOR: Chief Operations Officer

WORK STATION: Bishop

NON-EXEMPT

POSITION SUMMARY: The Grants and Contracts Manager is responsible for institutional oversight of various incoming and outgoing agreements under grant sponsored projects. This individual ensures that all types of agreements (sub-award, PSA, etc.) and modifications to and from organization under various funding agencies reflect the institutional interest and are compatible with institutional policies and procedures at TIHP. They accept and organize various agreements and modifications. Maintain a strong customer- service oriented environment. Implement policies and standard operating procedures to ensure compliance with sponsor rules and regulations as it relates to sub-awards. Provide formal/informal training to departmental employees, investigators, and staff on internal and external systems, operations and processes.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. At least three (3) years' prior experience in providing contract or grant management services on NIH and other federally funded grants or contracts in the health care field.
3. Bachelor's degree in business, health care or related field preferred.
4. Financial management experience preferred.
5. Good written and verbal communication skills; ability to follow verbal and written directions.
6. Demonstrated ability to clearly and concisely communicate with all levels of staff and other work units and professionals from a variety of disciplines.
7. Well organized and detail oriented, with the ability to prioritize and perform a variety of tasks in a fast paced environment.
8. Demonstrated track record in a front-line service-oriented position, involving extensive customer contact and relationship building.
9. Broad knowledge of policies and regulations governing federal funding and accompanying compliance issues.
10. Knowledge of principles of grantsmanship/contract management and sponsor proposal and award policies and procedures (particularly those of the National Institutes of Health).

11. Ability, especially under pressure, to be professional, courteous, and tactful in dealing with investigators, administrative staff, funding agency contacts, prime and sub-awardee organizational representatives.
12. Ability to establish clear priorities and multi-task in a high-volume setting responsive to externally generated deadlines.
13. Ability to work with minimum direction and guidance within a service-team environment.
14. Exceptional ability to meet multiple deadlines in a fast-paced, academic environment.
15. Excellent computer skills, particularly Microsoft Word and Excel, and experience.
16. Exceptional management expertise with NIH grants and other sponsored projects funding
17. Strong skills in distilling complex compliance issues so they are understandable to the lay audience
18. Analytical and problem-solving skills essential.
19. Effective verbal and written communication skills due to interaction with investigators, Department Heads, and regulatory agencies.
20. Strong customer-service skills with ability to find and implement creative, compliant solutions to satisfy customer needs
21. Effective communication skills, strong problem solving, group facilitation and teamwork skills.
22. Strong understanding of HIPAA and Toiyabe's confidentiality policies and procedures.
23. Current CPR certification.
24. Possess valid driver's license and be insurable with company insurance.
25. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
26. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES: Responsibilities will include, but not limited to the following:

1. Responsible for institutional oversight of various incoming and outgoing agreements (sub-award, PSA, etc.) under sponsored projects for assigned Divisions, Departments and Programs.
 - Advise investigators and staff on the administrative aspects of sub-awards under sponsored projects
 - Liaise with Department Chairs, TIHP administration and others as necessary on the administrative aspects of awards and contracts

- Understand the landscape of each projects funding, their collaborations inside and outside TIHP, and the overall funding situation of the assigned portfolio
- Maintain records for proposals, incoming and outgoing sub-awards, just in time requests, and all other aspects of sub-award administration

2. Ensure that all types of agreements and modifications to and from organization under various funding agencies reflect the institutional interest and are compatible with institutional policies and procedures at TIHP.

- Adjudicate issues prior to timely negotiation and acceptance
- Advise staff on sub-award requirements and TIHP procedures and policies related to them
- Ensure that sub-awards are in compliance with sponsor guidelines and regulations and compatible with institutional policies and procedures
- Acquire missing information, documentation, materials, etc., and verify completeness of sub-award
- Maintain up to date information in eSPA including entering sub-award data, transitioning through various states, and setting deadlines for proposals, progress reports, and final reports

3. Issue, negotiate, and accept various agreements and modifications.

- Prepare, issue, and process sub-awards, psa's, research agreements, etc.
- Negotiate all sub-awards and modifications
- Assist investigators and Research Institute departments in communicating with prime or sub organization, collaborators and others about the conduct of sub-awards

4. Maintain a strong customer-service oriented environment.

- Work as a team with colleagues in to provide seamless service to TIHP grant holders and Administration
- Develop professional relationships with staff, administration, HR, research finance, etc.
- Implement coverage plan when absent
- Respond to customers in a timely fashion, understand their needs, and provide for them
- Refer customers to knowledge experts in other departments when appropriate
- Learn continuously and take advantage of professional development opportunities
- Juggle multiple deadlines
- Expedite work without sacrificing quality

5. Implement policies and standard operating procedures to ensure compliance with sponsor rules and regulations as it relates to grant awards and contracts.

- Provide institutional oversight on subcontract acceptance, subcontract issuance, etc.
- Implement TIHP policies such as Subrecipient Monitoring, Conflict of Interest, Cost Sharing, Indirect Cost Waiver, Program Income, etc.

- Guide Administration staff on what is compliant, what is acceptable and appropriate, while at the same time supports the program to its fullest extent
- Contribute to the development of policies and procedures, educational and training programs, enhancement of grants and contracts
- Participate in institutional initiatives related to process improvement

6. Provide formal/informal training to departmental employees, investigators, and staff on internal and external systems, operations and processes

7. Other duties as assigned, occasionally, will be required to work beyond regular daily business hours to meet deadline requirements.