



## Grants and Contracts Coordinator

The Space Science Institute (SSI) is seeking a Grants and Contracts Coordinator possessing policy, grants, and contracts experience. This position will directly support the Grants and Contracts Administrator, along with the Director of Business Operations, in carrying out the responsibilities of proposal preparation, grants and contract administration, and related reporting requirements within the Business Operations Branch.

The desired candidate is a 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 \$42,500 – 47,500, commensurate with experience.

### **Responsibilities of the position include:**

- Assisting with proposal compliance (reviews and submissions) on behalf of the Principal Investigator to funding agencies such as National Science Foundation, NASA, Dept. of Energy.
- Awareness of annual agency proposal requirement documents and assistance with distribution of information on relevant changes internally.
- Preparation of FFATA Subaward Reporting System (FSRS) filings for subcontracts and subawards.
- Updating internal proposal calendar/Grants & Contract databases.
- Support preparation for funding agency audits, desk reviews, and annual 2CFR200 audit.
- Assisting with proposal budgets and project budget maintenance.
- Drafting/preparation of contracts and subcontracts

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

- Bachelor's Degree and 3-5 years relevant experience. Paralegal, public policy, and/or pre-law major preferred.
- Experience with Microsoft Dynamics GP, Microsoft Access and SharePoint preferred
- Experience with federal grants, contracts, and related regulations (FAR, OMBUGG, CFR)
- Experience with financial audits and/or funding agency project-specific audits
- Excellent proofreading, critical thinking and organizational skills, with a strong customer service focus
- Ability to demonstrate confidentiality and discretion in grant-related matters

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 appreciates 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).