

## Grants Management Specialist

The Great Lakes Observing System (GLOS) is hiring a Grants Management Specialist as a Part-Time Contractor.

GLOS provides real-time and historical data on the Great Lakes, St. Lawrence River, and connecting waterways to support their protection, management, and understanding. Focused on delivering reliable, accessible data, GLOS serves stakeholders and rights holders. Learn more at [www.glos.org](http://www.glos.org).

As a Grants Management Specialist, you will play a key role in supporting grant management activities that advance Great Lakes resilience, data and information technology, coastal safety, and the blue economy. The ideal candidate is highly organized, detail-oriented, and an effective communicator.

In collaboration with the GLOS leadership team and Finance Manager, the Grants Management Specialist will develop and execute comprehensive strategies for full life-cycle grant management. This will include managing grant proposal development, specifically grant budget development and individual Principal Investigator (PI) grant budget reviews, subaward and contract development, and award tracking. The Grants Management Specialist must be able to act independently to recommend decisions and actions throughout the life of the project (e.g., award extensions, allowability of expenditures). GLOS manages multiple, but less than 10, grants annually and issues subawards and contracts to approximately 30-40 Principal Investigators (PIs) at approximately 15 institutions in the eight Great Lakes-state region and beyond.

This is a remote, in-person or hybrid role dependent upon the location of the select candidate, with a preference for candidates located in the Great Lakes Region. Standard business hours are Monday through Friday 9:00 am to 5:00 pm Eastern Time. Grant application deadlines may require periodic work on weekends and evenings. This position is open to US Citizens or permanent residents.

The Grants Management Specialist is a 6-month contract position which will work an estimated 20-30 hours per week, with workloads varying based on grant cycles. After the 6-month period there is the potential for an extension if all parties agree. Compensation is between \$45.00 – \$50.00 per hour, depending on experience.

Join GLOS and contribute to a trusted organization dedicated to protecting the Great Lakes and fostering a sustainable future.

### RESPONSIBILITIES

- Manage both the Pre-Award and Post-Award functions. Serve as the lead pre-post award specialist and resource to GLOS staff and project managers, providing mentoring to Project Managers as needed regarding compliance with federal rules.
- Work closely with GLOS leadership and the Finance Manager to:
  - Prepare and process proposals in state and federal agency electronic submissions programs; upload proposals, progress reports, and other documents

- required by the funding agency (e.g., international travel, change in PI, no-cost extensions).
- Refine and maintain control procedures and processes for internal workflow (e.g., grant development workflow, contract development workflow, processing contract amendments, tracking status of subawards and contracts, monitoring budgets and invoicing).
- Serve as a liaison between GLOS and University/Institutional PIs and sponsored programs offices during proposal writing. Work with PIs to review and correct proposal budgets for compliance with agency budget narrative guidance and to ensure accurate submission to the funding agency.
- Review and interpret new award guidelines and regulations, communicating requirements to GLOS staff, researchers, and contractors.
- Monitor accounts to ensure compliance with Cost Accounting Standards (Federal).
- Prepare post award documents, specifically PI subaward agreements, contracts, and re-budget requests.
- Conduct post-award analysis of budgets including monitoring and reviewing expenditures for accuracy and compliance with award guidelines, and process corrective actions as necessary.
- Stay updated on federal agency compliance rules, particularly NOAA, and occasionally other federal agencies such as NSF, ONR, and EPA.
- Initiate the closeout process of accounts at the end of the grant cycle; ensure all direct costs for project have been accounted for; ensure policies and procedures are followed; and obtain approval from PI and University/Institution sponsored programs office before submitting final documentation to the funding agency.
- Maintain organized, confidential records for audits and internal control, ensuring compliance with policies for sponsored and non-sponsored accounts.
- Assist with electronic file management, office support, and related administrative tasks as required.

#### **REQUIRED EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree and 2-4 years of experience in financial aspects of contract and grant management, preferably in a nonprofit, government, or academic setting.
- Understanding of Federal Regulations (e.g., 2 CFR 200–Uniform Guidance), accounting principles, and cost accounting standards.
- Proficiency with Microsoft Office Suite, Google Workspace, and web-based tools; ability to use or learn GLOS award tracking (Salesforce) and financial management systems (e.g., Bill.com, QuickBooks).
- Familiarity with the federal and state grants management processes.
- Creative thinker with a positive attitude, eager to contribute to a collaborative and motivated team environment.
- Strong time management skills and the ability to handle multiple tasks in a fast-paced environment with frequent deadlines.
- Exceptional organizational skills with attention to detail and accuracy.
- Ability to work independently, maintain a customer-focused approach, and adapt to interruptions.
- Outstanding verbal and written communication skills, with the ability to engage effectively with individuals from diverse backgrounds and roles.

#### **PREFERRED EXPERIENCE AND QUALIFICATIONS**

- Experience with NOAA awards is preferred but not required.

- Experience with Grants.gov and the federal Automated Standard Application for Payments (ASAP) preferred. Willingness to train for access and use of GEMS eRA Commons (replacement for Grants.gov).

**TO APPLY**

Please submit a cover letter and resume (2 pages maximum) to [jobs@glos.org](mailto:jobs@glos.org) by COB (January 13, 2025). Contact information for three professional references will be requested after interviews with the top candidates. The search committee will review applications beginning (January 14, 2025), and will continue until the position is filled. Compensation is commensurate with education and experience.

[See the online posting.](#)

**Equal Employment Opportunity Employment**

GLOS provides equal employment and contractor opportunities. GLOS prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.