



APPLY ONLINE

Position Summary

Grant Operations Coordinator Sr.

Purpose

Under the direction of the Finance and Administration Director, coordinate and perform the pre-award planning, organization, and preparation, and the post-award administration of various grants and contracts within the Center for International Blood & Marrow Transplant Research (CIBMTR). Interacts with executive leadership, scientific directors, operational directors, and the finance and administrative team to ensure that grants follow regulatory, funding agency, and policy requirements. Provide grant management leadership within the finance team by seeking and achieving continuous development of grant and financial processes and work product.

Primary Functions

- Oversee and support the development and submission of new federal and non-restricted grant applications and renewals. Develop and maintain grant budgets and evaluate fiscal performance against budget. Develop processes to perform ongoing post-award maintenance of grants and contracts.
- Support the Financial Analyst in the development of the CIBMTR and MCW annual budget and the ongoing monitoring of performance to budget in respect to grant and contract funding.
- Oversee and support the Grant Operations Associate in the day-to-day management of the CIBMTR grant and contract portfolio. Develop processes to monitor subcontract awards and assure that faculty and staff efforts are appropriately charged.
- Develop processes to support ongoing maintenance of grants and assure that grant renewals are processed on time. Prepare accurate and comprehensive grant close out documents and reporting.
- Collaborate with Financial Analyst in the preparation of complex grant budgets, projections and other financial reporting to inform executive leadership and study PIs to assure that resources meet grant objectives.
- Implement efficient grant and contract management processes and evaluate business controls by performing reviews and documenting work product timeliness and accuracy to ensure quality and compliance with GCO, Sponsored Programs and CIBMTR policies as well as external regulations.
- Communicate regularly with funding agencies and partner organizations regarding invoicing, payments, business processes, and other accounting related functions.
- Build strong working relationships and lines of communications with Sponsored Programs, Grants and Contracts Office and the Department of Medicine research operations team and other collaborating Departments and Divisions.
- Resolve complex transactions, address new issues, and complete special projects related to CIBMTR grant and financial operations.
- Demonstrate proficiency and knowledge of MCW grant and financial policy and systems.
- Develop, implement and maintain comprehensive databases and files related to CIBMTR grants.

Knowledge – Skills – Abilities

Knowledge of technical, business, consultation, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills.



Organizational Structure

Building: Clinical Cancer Center

Department: Medicine

Division: CIBMTR

Reports to (Title): CIBMTR Director of Finance and Administration

Direct Reports (Titles): Grant Operations Associate

Collaborates with (Titles): Scientific Directors, Operational Directors

Specifications

Appropriate education and/or experience may be substituted on equivalent basis

Minimum Required Education: Bachelor's degree

Minimum Required Experience: 6 years

Preferred Education:

Preferred Experience: 8 years of grant and financial operations team leadership

Field:

Certification:

Classification

Grade Name	16
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Administrative
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID	271
Job Name	Coordinator
Position Category	Professional Services

Job Scope

Complexity – requires sound judgment; leads difficult and involved planning of initiatives

Impact – errors may result in extensive damage; constant attention to accuracy required

Autonomy – individual responsible for completion of work; seeks supervision as appropriate

Communication – involved in frequent conflict resolution; communicates with senior leaders

Responsibility – influences others

Confidentiality – confidential information used frequently to make decisions

Leadership – prioritizes work of others or may provide supervision

Physical Requirements



Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

Performance Dimensions

Collegiality

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence and Creativity

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

Education and Development

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

Stewardship and Institutional Citizenship

Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.

Disclaimers

**Background Check**

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check.

Equal Opportunity Employer

The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion

The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.

Effective Date: