



## Grants Manager Position Description

The Food Allergy Science Initiative (FASI) is an emerging organization with an urgent mission: inspiring and supporting scientific leaders to collaborate across disciplines and institutions, to catalyze transformative research into food allergies. This research will improve how we diagnose, treat and prevent food allergies for millions of adults and children living with them. Founded in 2016, FASI was incubated at the Broad Institute at MIT and Harvard and is now ramping up to become a fully independent organization. FASI's work has attracted significant funding and prominent researchers from across the country.

This is an exciting opportunity to be one of the first members of a small, dynamic team working to support research to advance transformative evidence-based diagnostics, prevention and treatments. FASI is seeking a highly skilled grants professional to become its first **Grants Manager**. The Grants Manager will be responsible for establishing and maintaining scalable, flexible grants management systems, both for grants awarded by FASI and for those it receives.

Food allergies are a severe public health threat faced by millions worldwide, affecting 32 million in the U.S. alone. Very little is known about the science behind these allergies, and diagnostics and treatments remain limited. FASI has formed an interdisciplinary team of highly respected, top-tier scientists to solve this problem.

The successful candidate will be results-focused and team-oriented, able to excel in a fast-track environment. The new Grants Manager will enjoy creating and managing systems that serve end users and advance the organization's mission and will bring the skills to independently generate best practices for project operation, tracking, and reporting, facilitating communication and deliverables between multiple internal and external stakeholders. Because this is a startup, this is an evolving position that requires flexibility.

### Primary Responsibilities

Reporting to the Director of Operations and Finance, the Grants Manager will develop and maintain a flexible grant management system that can accommodate diverse funding sources and recipient needs and participate in the design of the grant-making process that is accessible and user-friendly. They will also serve as a key interface between FASI and grant seekers.

- Monitor and ensure appropriate communication with all project stakeholders regarding progress, milestones, deadlines, data requirements, logistics, and all other project-related issues.
- Facilitate project meetings to continually align the team around goals and communicate blocking issues.
- Define, standardize, and generate regular reports for key external and internal stakeholders.
- Develop project plans - ensuring that project needs have been clearly identified and translated into deliverables and timelines.

- Work closely with project leaders to establish quality criteria and monitor quality of projects.
- Ensure appropriate funds are in place and track financial status of all projects relative to available budgets.
- Critically review and edit scientific proposals for both internal and external grant applications.
- Organize meetings related to the science including a yearly symposium, monthly scientific meetings and scientific advisory board meetings.
- Meet with external stakeholders.

### Qualifications

- A track record of establishing and managing infrastructure and systems needed for grants management, both for grants awarded and those received.
- Specific knowledge about private and governmental grantmaking processes and requirements.
- Experience and familiarity with project management best practices, techniques, and tools.
- Demonstrated numbers orientation with a high degree of accuracy and strong analytical skills.
- Significant experience working with information systems and database management. Experience with technology development preferred.
- Experience with budget tracking and forecasting.
- A high level of flexibility, ability to adapt plans and priorities to evolving goals, and a willingness to take on new tasks.
- Strong interpersonal skills to enable collaboration with project teams, peers, and management in achieving research goals.
- Commitment to responsible stewardship, integrity, and discretion.
- A self-motivated, proactive work ethic, a high level of initiative and the ability to work independently and as part of a close team.
- Superior organizational skills, with attention to detail, commitment to follow-through, and the ability to multitask, problem solve and set priorities.
- Excellent verbal and written communication skills required.
- Ability to assimilate scientific information from diverse research areas and communicate to medical, academic, and non-scientific groups would be helpful.
- Mission oriented.
- Master's degree preferred.

### Additional Information

- This is a full-time position.
- Compensation is commensurate with experience and we offer a competitive benefits package including healthcare, 401(k) and vacation.
- Must be eligible to work in the U.S.

### To Apply

Applications will be held in the strictest confidence. To apply, please email a resume and cover letter (including the words "Grants Manager" in the subject line) to the Food Allergy Science Initiative at: [info@foodallergyscience.org](mailto:info@foodallergyscience.org)

*It is the policy of the FASI to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.*