



CALIFORNIA'S
STEM CELL
AGENCY

Grants Management Specialist

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals to join our team who are driven to deliver outstanding results and committed to radically improving medicine with stem cells.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and over 200 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

The Grants Management Specialist (GMS) will report to the Director, Portfolio Operations and Performance at CIRM and will be responsible for implementing the grants management functions of the institute to ensure accurate reporting of financial and programmatic activities funded by the institute through awards such as grants and loans. Grants managers help ensure that required laws, regulations and established policies are fulfilled, serve as the central point for clinical grant application budget review and maintain all official files and documentation for grant awards approved by CIRM. In particular, grants managers ensure that grants are awarded, administered and terminated in accordance with established policies and procedures.

Responsibilities

In this position you will be accountable for:

- Implement the grants management business and administrative operations.
- Ensure compliance with applicable laws, regulations and policies governing CIRM grants, loans and awards.
- Maintain recordkeeping systems and procedures necessary for tracking each application and grant; maintain the official files for individual grants and ensure that the files contain all required materials, records, and documentation.
- Serve as liaison with other business offices that are CIRM applicants or recipients of CIRM awards and respond to grantee inquiries in a timely manner

- Assist in ensuring the effective utilization of CIRM funds available for grants by analyzing individual and total cost commitments, forecasting future obligations, and proactively identify potential lapses of funding.
- Help forecast and track grant portfolio to meet legal requirement, programmatic goals and the CIRM Strategic Plan
- Prepare a cost analysis both on clinical trial applications and all other approved applications prior to award of a grant. Make budget recommendations to the President in consultation with the Director of Grants Management. Upon award, provide comprehensive cost analyses consisting of obtaining cost breakdowns, verifying cost data, evaluating specific elements of costs, and examining data to determine the necessity, reasonableness, and allocability of the costs reflected in the budget and the allow ability pursuant to the applicable application criteria
- Provide input towards the appropriate development of regulatory language when requested
- Serve as the receipt point for performance reports, financial reports, invention reports, and most other reports required by the terms and conditions of the grant, and ensure that such reports are properly processed.
- Provide links between CIRM program, finance, information technology and other administrative staff so that all institute activities are smoothly implemented
- Survey grantee's financial management systems and other relevant business information when appropriate, to assure that the institution is properly accounting for CIRM funds. When necessary, participate in special financial compliance reviews
- Participate in matters related to grants management technology and electronic grants administration
- Understand both grant procedures and the use of grants management software
- Participate and contribute to helping the grants management improve its operational performance
- Perform other duties as may be required to further the goals of the CIRM

Requirements

- An "all in" commitment to accomplishing the mission of CIRM
- A Bachelor's degree in Business Administration, Accounting or a related field and four years experience working in an office of research administration or similar research-related administrative program or an equivalent combination of education and experience
- Knowledge of grants management policies, practices and information technology applications to track and manage grants, financial forecasting and reporting
- Experience in implementing policies and procedures
- Ability to monitor and apply regulations related to grants and loans
- Ability to manage multiple, complex projects in varying stages of development under time pressure
- Excellent organizational skills and the ability to plan and act independently on projects with minimal supervision, creating and meeting deadlines
- Excellent written, oral and interpersonal communication skills
- Comprehensive analytical, strategic thinking and problem-solving skills
- Competency with Microsoft Office
- Ability to work positively and effectively with persons possessing high degrees of scientific, medical and technical knowledge

- Ability to work in a fast-paced environment
- Ability to work independently and with initiative
- Consistent, excellent attendance required

Desired Qualifications

- Knowledge and experience in clinical trials management, administration, accounting and/or budgeting
- Knowledge of accounting principles and practices
- Knowledge of information technology for grants management systems
- Administrative experience with an organization involved in awarding or managing grants
- Experience in the use of recordkeeping systems and procedures necessary for tracking each application and grant
- Familiarity with NIH policies, OMB circulars and California State regulations
- Understanding of the principles, practices and challenges facing the use of stem cells in research for scientific, medical and technical applications

Position Details

Location: Oakland, CA

Schedule: Full-Time. Must be able to work in the office during normal office hours (generally M-F 8 – 5pm) and outside of normal business hours, as necessary.

Travel: Must be able to travel domestically, as necessary.

Salary Range and Benefits

The salary range for this position is \$75,816 - \$125,196. CIRM offers a competitive compensation package. The position is open until a suitable candidate is found.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

to jobs@cirm.ca.gov or CIRM Search, 1999 Harrison Street, Suite 1650, Oakland, CA 94612. Electronic applications preferred.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.