

Grants Manager/Advancing Care Excellence NLN Center for Excellence in the Care of Vulnerable Populations

Summary

Reporting to the chief program officer/center director, this grant-funded position manages the implementation and dissemination of current national grant-based projects in the [NLN Center for Excellence in the Care of Vulnerable Populations](#).

Duties and responsibilities

- Manage the operations and dissemination of national grant-based projects in the NLN Center for Excellence in the Care of Vulnerable Populations.
- Manage the center website. Working closely with the communications department, provide overall management for the Center website as it relates to maintenance and content updates.
- Manage compound multi-year budgets and prepare reports for grant funders.
- Collect, prepare, and manage data for analysis and program evaluation to meet and exceed grant deliverables.
- Coordinate the operations of prospective initiatives for the NLN center for vulnerable populations. Lead outreach and marketing efforts, in collaboration in the Communications Department, to enhance programs awareness and secure strategic partners.
- Serve as primary point of contact to faculty who participate in center programming.
- Plan and implement educational workshops, webinars, and other events in accordance with grant deliverables. This includes: management and execution of all event logistics including planning, travel, event staffing, finances, supplier relations, contract management and registrations while working cross-functionally with other NLN departments (i.e., communications, accounting).
- Provide administrative support to the chief program officer/center director as needed.
- Assist with other tasks or projects, including those that relate to other business units, as assigned by the chief program officer/center director.

Essential skills and abilities

- Excellent project management skills with experience in managing and supervising administrative projects
- Readiness to assume website content management keeping website up-to-date.
- Self-starter; strong ability to work independently
- Strong organizational and communication skills
- Excellent interpersonal and presentation skills
- Ability to quickly acquire a good understanding of the organization's overall business and objectives
- Good knowledge of planning and strategizing financial and budgeting issues
- Ability to perform in cross-functional team approach and job responsibilities
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- A multi-tasker with strong ability to work under pressure.
- Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail
- Willingness to travel by air is required; travel required 10 to 15 percent of the time
- Passion for nonprofit work
- Proficient in using computers with related knowledge of software programs and Internet

Requirements

- Bachelor's degree required; master's preferred
- Proficiency with MS Office, including MS Excel, required
- A minimum of 3 years of management or administrative experience, required.
- Familiarity with SurveyGizmo, Cvent, website content management systems (Sitefinity), and other software, preferred.

Location

The NLN is located at the Watergate, 2600 Virginia Avenue NW, Washington, DC; this position will be full-time, on-site (no telecommuting).

How to apply

Submit your resume, cover letter, writing sample and three references to: hr@nlm.org. Please include "Grants Manager ACE" in the subject line of your email.

The NLN offers competitive salaries and an outstanding benefits package which includes health and life insurance, 401(k), transit subsidy/reimbursement, and on-site fitness facilities.