



Deadline November 16, 2023 or until filled

## **Pre/Post Award Specialist (Part -time Contractor Position)**

### **About the Organization**

The Southeast Coastal Ocean Observing Regional Association (SECOORA) is a non-profit organization based in Charleston, South Carolina. SECOORA brings people, ocean observing technology, and data together to advance understanding and management of coastal ocean ecosystems and communities in the Southeast US (North Carolina, South Carolina, Georgia, and Florida). SECOORA's vision is to ensure healthy coastal ocean ecosystems and communities by making observing data available and accessible to drive science-based decisions.

SECOORA facilitates interdisciplinary collaborations to support new science and produces data and products that are free and accessible to support better understanding of our coastal ocean. Operating as one of 11 Regional Associations working in partnership with the Integrated Ocean Observing System (IOOS) Program Office, SECOORA coordinates with federal agencies and engages with stakeholders from both the public and private sectors. Together, we focus on advancing and operating our nation's coastal and ocean observing capabilities.

### **About the Position**

SECOORA is hiring a Pre- and Post-Award Specialist. As the Pre- and Post-Award Specialist you will be part of a trusted organization supporting coastal ocean resilience, marine safety, and a thriving blue economy. The Pre- and Post-Award Specialist must have excellent communication skills, strong attention to detail, and superb organizational skills.

In collaboration with the SECOORA management team, the Pre- and Post-Award 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. SECOORA manages multiple, but less than 10, grants annually and issues subawards and contracts to approximately 40-60 Principal Investigators (PIs) at approximately 20 institutions in the four-state region and beyond.

### **Position Type**

The Pre- and Post-Award 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.

### **Primary Responsibilities**

The Pre- and Post-Award Specialist will manage multiple grants with multiple subawardees and contracts per grant and is responsible for timely follow-up and day-to-day financial actions as needed. The Pre- and Post-Award Specialist must be able to interpret funding requirements, policies, and practices for SECOORA staff, PIs, and contractors and provide support on new information regarding funding increments, reporting deadlines, fiscal issues, and compliance.

The Pre- and Post-Award Specialist is responsible for monitoring accounts to ensure compliance with Cost Accounting Standards (Federal), must be able to act independently to make decisions and authorize actions throughout the life of the project (e.g., award extensions, allowability of expenditures).

**Duties and Responsibilities:**

- Manage both the Pre-Award and Post-Award functions. Serve as the lead pre-post award specialist and as a resource to SECOORA staff and project managers, providing mentoring to Project Managers as needed regarding compliance with federal rules.
- Refine and maintain internal 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 SECOORA and University/Institutional PIs and sponsored programs offices during proposal writing. Work with PIs to review and correct proposal budgets for accurate submission to the funding agency.
- Prepare and process proposals in state and federal agency electronic submissions programs; upload proposals, progress reports, and other documents required by funding agency (e.g., international travel, change in PI, no-cost extensions).
- Review new award guidelines, procedures, and regulations. Must be able to interpret agency requirements, policies, and practices and communicate this to the SECOORA staff, PIs, and contractors.
- 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.
- Keep up to date on compliance rules and regulations of agencies, specifically NOAA, and less frequently 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.
- Demonstrate confidentiality and organization in record retention for internal control and audits for both sponsored and non-sponsored research accounts.
- Implement administrative tasks including assisting in electronic file management and other duties as assigned (and as needed). Assist with providing office support and related administrative functions as needed.

**Education and/or Experience:**

- 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. Experience with NOAA awards is preferred but not required.

**Required Qualifications:**

- Knowledge of applicable Federal Regulations (2CFR 200-Uniform Guidance), accounting principles, and cost accounting standards.
- Strong computer software and web-based file sharing experience, including Microsoft Office products (i.e., Word and Excel) and Google Apps (i.e., Drive, Docs, Forms, Sheets, etc.), capable

of using or learning to use SECOORA financial management systems (e.g., Expensify, Bill.com, and INTAACT).

- 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).
- Excellent time management skills and the ability to multi-task in a busy, fast-paced environment with frequent deadlines and interruptions.
- Ability to work independently and have a customer-focused work style. Must be well-organized, detail-oriented, and accurate.
- Demonstrated ability to effectively communicate verbally and in writing with individuals of varied backgrounds and responsibilities. Excellent written and verbal communication skills.

### **Work Location and Hours**

This position is fully remote. Ideally the successful candidate will be in the Southeast U.S. 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.

### **Application Instructions**

Submit a 1-page cover letter, resume (2 pages maximum) to [jobs@secoora.org](mailto:jobs@secoora.org). Application materials are due by 7:00 PM Eastern Time, November 16, 2023. Contact information for three professional references will be requested after interviews with the top candidates. The search committee will review applications beginning November 17, 2023, and will continue until the position is filled.

### **Equal Employment Opportunity Employer**

SECOORA provides equal employment and contractor opportunities. SECOORA 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.