Grants Manager (Remote)

Southeast Coastal Ocean Observing Regional Association

The Southeast Coastal Ocean Observing Regional Association (SECOORA) is a regional non-profit based in Charleston, SC, supporting healthy coastal ecosystems and thriving coastal communities through robust ocean observing. As one of 11 regional associations under the U.S. Integrated Ocean Observing System (IOOS), SECOORA delivers actionable data and science-based tools to stakeholders across North Carolina, South Carolina, Georgia, and Florida.

SECOORA is seeking to fill the full-time role of a Grants Manager within our organization. The information below applies to this role:

About the Position

SECOORA is hiring a Grants Manager. As the Grants Manager you will be part of a trusted organization supporting coastal ocean resilience, marine safety, and a thriving blue economy. The Grants Manager must have excellent communication skills, strong attention to detail, and superb organizational skills. In collaboration with the SECOORA management team, the Grants Manager 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, up to fifteen, 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.

The Grants Manager 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 Grants Manager should 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 Grants Manager 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).

Key Responsibilities

- Manage the Post-Award functions. Serve as the lead post award specialist and as a resource to
- Serve as a vital partner and primary backup for the Pre-Award specialist to ensure seamless continuity in grant pre-award management and proposal submissions.
- 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., processing contract amendments, tracking status of subawards and contracts, monitoring budgets and invoicing).

- Act as lead on gathering/reviewing awarded budgets and justifications. Owns and maintains the progress reports calendar for all SECOORA awards and works with Program Managers on progress report submission.

- Prepare post award documents, specifically PI subaward agreements, contracts, re-budget requests, and FFATA reporting.

- Conduct post-award analysis of budgets including monitoring and reviewing expenditures for accuracy and compliance with award guidelines and process corrective actions as necessary. This includes managing the following factors for all awards; SECOORA salary allocations, budget shift analysis by cost categories, invoicing inquiries between SECOORA and PI institutions, and accurate expense coding of staff credit card charges to various grant lines in the Expensify system.

- 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.

- Keep up to date on compliance rules and regulations of agencies, specifically NOAA, and less frequently NSF, ONR, and EPA. Is responsible for FFATA Procedural requirements on all awards.

- 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.

- Assist and lead components of SECOORA's new grant fundraising and outreach efforts as needed.

- Complete administrative tasks including assisting in electronic file management and other duties as assigned (and as needed) by the CFO. These could include US Census submissions, payroll processing, benefits management with third party firm, business registrations, managing the organization's credit card receipt acquisition and coding, and onboarding/offboarding of employees.

- At SECOORA staff roles and responsibilities are assessed annually and there could be revisions to the duties with this position as needed by the organization.

Education/Experience

- Bachelor's degree and 5-7 years of experience in the financial and compliance aspects of grant and contract management, preferably in a nonprofit, academic, or government setting

- Experience managing federal awards required; direct experience with NOAA awards strongly preferred
- Experience with subaward and contract administration, including drafting agreements and monitoring subrecipient compliance

Qualifications

- Working knowledge of 2 CFR 200 (Uniform Guidance), federal cost accounting standards, and other applicable federal grant regulations
- Proficiency with Microsoft Office and Google Workspace, and ability to learn SECOORA's financial systems (e.g., Expensify, Bill.com, Intacct)
- Familiarity with Grants.gov and federal ASAP payment systems preferred; willingness to train on eRA Commons
- Strong time management and multi-tasking skills in a fast-paced environment with frequent deadlines and competing priorities
- Ability to work independently, exercise sound judgment, and act as a resource to staff and PIs on compliance matters
- Excellent written and verbal communication skills, with the ability to explain complex funding requirements to audiences with varied technical backgrounds
- Comfort working across a distributed, multi-state team and institution network (Southeast U.S. and beyond)
- High degree of discretion and confidentiality, particularly around financial records and audit-related documentation
- Must reside in one of the 4 states where SECOORA currently operates: Florida, Georgia, South Carolina or North Carolina.

Compensation

We offer a competitive salary, flexible working conditions, a generous leave policy, and an excellent benefits package. We are offering a starting salary range on a full-time basis of $69,000-$79,000 depending on experience.

How to Apply

Submit a cover letter and résumé, (maximum 2 pages) in PDF format to **jobs@secoora.org**. References will be requested following initial interviews. Applications will be reviewed on a rolling basis 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.