Position Title: Grants and Sponsorship Manager
Status: Full-time (37.5 hours/week), Exempt status
Reports to: Director of Office of Scientific Meetings and Conferences (OSMC)
Department: Office of Scientific Meetings and Conferences
Date: December 18th, 2023
Location: Rockville, Maryland (Currently, FASEB has a remote-first policy in place, and while our office is open, many staff are working remotely. On-site or remote work options will be considered for this position.)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation’s largest coalition of biomedical researchers, representing 26 scientific societies and over 110,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists.

Primary Functions: Provides efficient and effective management for sponsorships and federal grants administration for FASEB’s in-person and online conferences. Administers about $2 million in sponsorships and grants for approximately 100 conferences spread across two-year periods. Provides expertise with federal and private grants, grant writing, compliance, financial and program reporting. Collaborates closely with internal and external stakeholders to ensure success of each conference.

Major Duties and Responsibilities:

- Establishes guidelines and compliance procedures for conference stakeholders (e.g. FASEB staff, volunteer conference chairs, and sponsors) regarding the fundraising (grants and sponsorship) process. Drafts core sponsorship documents, and other fundraising resources to aid volunteers.
- Provides training to organizer volunteers on the disbursement of sponsorship funds while maintaining spending compliance. Oversees the disbursement of sponsorship funds with accounting, provides approval for invoices, and collects records for audit purposes.
- Guides volunteer conference chairs (who lead fundraising efforts for their conferences) on grants submission and FASEB fundraising practices.
- Maintains records and files for federal and private SRC sponsorship activities. Coordinates efforts with FASEB Accounting to maintain financial reporting on all federal and non-federal awards and sponsorships. Drafts SEFA (federal) and Schedule B (non-federal) for year-end fiscal reports for the FASEB Accounting. Tracks funds received and pending; notes all sponsor stipulations. Completes and submits post-meeting program and financial reports to federal and non-federal sponsors.
- Manages the sponsor benefits brochure and sponsor contracts/agreements. Handles overall fulfillment of benefits, which includes ensuring complimentary registrations, collecting logos, maintaining sponsor acknowledgement, coordinating the shipping and distribution of sponsors materials to conferences, customer service to sponsors, and generating invoices/receipts as appropriate.
• Coordinates the review, assembly, and submission of federal grant applications (largely NIH R13s); provides instructions and guidance to organizers on non-federal grant application requirements/submissions and other funding requests. Submits and administers federal and private grants. Understands and follows regulations governing federal awards.
• Drafts policies and procedures for screening, selection, notification, and disbursement of federally funded travel awards (pre and post awards). Drafts content for online travel awards postings and marketing materials; coordinates with FASEB Marketing for posting/inclusion in overall conference promotion.

Education and Experience Required

• Bachelor’s degree in business, marketing, accounting, or a related field
• 3-5 years related experience in grant /sponsorship administration and reporting. Experience developing and implementing sponsorship plans desired.
• Knowledge and ability to apply for conference funding from NIH, foundations, and corporations.
• Certified Grants Management Professional, project management Certificate or similar certification preferred.

Skills Required

• Understanding of grant management.
• Budget Preparation Skills.
• Sponsorship/Fundraising Techniques and Strategies.
• Excellent interpersonal and developmental relations skills. Strong customer service.
• Ability to retain composure in stressful situations.
• Strong team player and collaborator.
• Self-starter with an ability to both initiate and follow-through.
• Effective written and verbal communication skills/Public Relations.
• Proficiency in proofreading and English grammar.
• Strong time management, multi-tasking, organization, and prioritization, ability to meet deadlines skills. Attention to detail.
• MS Office Skills, project planning/sharing software, database management, and Adobe. Experience with Office 365 a plus.

90% sitting, 5% standing, 5% walking

Additional physical requirements are as follows:
• Occasionally requires lifting materials of approximately 20-30 lbs.
• Requires computer work involving extensive use of keyboard, mouse and monitor.
• Working long hours sitting, standing, walking onsite at conferences.

Work Environment/Conditions:
• Dayshift hours primarily.
• Travel (up to 10%) and other work-related assignments after hours or on weekends are possible.
• This is a demanding position requiring the ability to multi-task for multiple stakeholders; constantly shifting priorities based on stakeholder/event needs and changes; motivating and prompting teams to follow through with timely delivery of projects; adhering to timelines and meeting project deadlines.
Location

This position is in Rockville, Maryland, and is walking distance to the Metro and on major bus lines. Currently, FASEB has a remote-first policy in place, and while our office is open, many staff are working remotely. On-site or remote work options will be considered for this position.

To Apply

For full consideration, please submit a resume and cover letter with salary requirements. Applications will be considered on a rolling basis and the position will remain open until filled.

If an accommodation is needed to complete the application process, please contact FASEB’s Human Resources Department at resumes@faseb.org.

To learn more about FASEB, please visit www.faseb.org.

FASEB is an equal opportunity employer, and all qualified applicants will receive consideration for employment 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.