

Research to Prevent Blindness Assistant to the Director of Grants Management

Research to Prevent Blindness

Research to Prevent Blindness (RPB) is the leading nonprofit organization supporting eye research directed at the prevention, treatment, or eradication of all diseases that damage and destroy sight. As part of this purview, RPB supports efforts to grow and sustain a robust and diverse vision research community. Since it was founded in 1960 by Dr. Jules Stein, RPB has awarded more than \$413 million in research grants to the most talented vision scientists at the nation's leading medical schools. As a result, RPB has been associated with nearly every major breakthrough in the understanding and treatment of vision loss in the past 64 years. Learn more at www.rpbusa.org.

Assistant to the Director of Grants Management

Grants Management Department

Part-time Position – 3 or 4 days/week - Hybrid

Position Summary

The primary role of the Assistant to the Grants Management Director will be to support all aspects of the Organization's grantmaking as part of a collaborative team by ensuring applications and grants are successfully processed in compliance with all grantmaking policies and procedures. Additionally, the Assistant to the Director of Grants Management will coordinate special awards and progress report submissions and reviews. This will include working with the applicants, grantees, and reviewers to ensure all documents/materials are distributed, assigned, and submitted in a timely manner. This position reports to the Director of Grants Management.

Responsibilities

Assist with the grantmaking process and provide links between RPB's scientific reviewers, staff, and grantees to implement all grantmaking activities smoothly; responsibilities include:

- Ensure compliance with all of RPB's grant-making policies and procedures while understanding the eligibility criteria for the awards.
- Support and review application submissions; ensure that all requirements are completed; and ensure the accuracy and completeness of organization records, applications, and related supporting documentation.
- Assist with the preparation and distribution of application assignments and additional materials to various review committees, in addition to conducting internet searches to identify reviewers and contact information.
- Assist with the preparation and distribution of guidelines and request mid-term reports from grantees and awardees, including follow-ups.
- Assist with the planning and execution of review committee meetings, including logistics, docket preparation and distribution of materials for each meeting.
- Support daily workflows to ensure efficient grant and reporting processes; provide responsive support and troubleshooting to internal staff and external partners. Maintain appropriate electronic and physical files related to all aspects of the grant cycle.
- Handle the annual compilation of RPB's grantee bibliography.
- Collaborate within the Grants Management team, cross-train with other unit members, and coordinate across the organization's departments.
- Provide timely and professional customer service to internal staff and external partners.
- Help maintain the accuracy and integrity of data entered into RPB's Grant Management System, including data cleanup and ongoing quality control.
- Assist the Director of Grants Management in performing additional duties and special projects as needed.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Qualifications

The ideal candidate uses time effectively and efficiently, concentrating efforts on the more important priorities. Highly organized, proactive problem solver, fast-learner, and detail-oriented. Has the capacity to manage competing priorities and tight deadlines. Flexible and comfortable with multitasking.

Education:

A bachelor's degree and experience with the Blackbaud (GIFTS Online) database are preferred, or an equivalent combination of education and experience.

Strong proficiency in using the internet and software applications, such as Microsoft Office Suite, Zoom, and Webex.

Experience:

The ideal candidate will have a minimum of 3 years of experience in grants management in a philanthropic, nonprofit, or related organization. Knowledge of grants management and reporting software, specifically GIFTS Online, is strongly preferred, as is proficiency with Microsoft Office applications and internet research.

Skills:

This individual will be detail-oriented, organized, teamwork-oriented, and adaptable, with proven analytical and problem-solving skills. Strong organizational skills combined with initiative, resourcefulness, and the ability to manage multiple priorities while meeting deadlines. Ability to maintain and respect sensitive and confidential information related to grant recommendations, grantees, donors, office communications, and matters in general. Because the nature of the role includes regular interactions with our team, grantees, and other constituents, this individual must possess excellent oral, written, and interpersonal communication skills while also being a good listener.

Character:

The successful candidate will have the ability to understand and consider organizational culture and change and should be open-minded and flexible in approach. The individual must have an "all-hands-on-deck," information-sharing, enterprising attitude with a willingness to learn and grow. The ideal candidate will be an easy learner, self-disciplined, and demonstrate the ability to work collaboratively as part of a high-performance team.

Compensation

This position has a salary range of 60,000 to 70,000, reflecting a position based in New York. Please note that this actual salary is commensurate with experience and reflects the budget for a given position. Flexibility may be available.

In addition, RPB offers a competitive compensation package that includes unusually rich benefits. RPB presently pays for all health insurance premiums for the employee and 70% of health insurance premiums for qualified dependents; contributes the equivalent of 25% of an employee's salary into a 401(k) plan after completing one year of employment; and provides the equivalent of 5% of an employee's salary for out-of-pocket medical expenses. Some benefit provisions may change over time.

Research to Prevent Blindness is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

Research to Prevent Blindness has retained the services of BSBSearch. Please email a cover letter and resume in confidence to:

Barbara Brown
Managing Director
BSBSearch
bbrown@bsbsearch.com