

A little about us:

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are focused on improving the lives of people with brain disorders.

We are an independent 501(c)(3) medical research institute located on the JHU medical campus in Baltimore, Maryland. We have an energetic, dynamic staff who are fully committed to doing whatever is possible to achieve the mission of the Lieber Institute, which is led by Daniel Weinberger, MD, one of the world's leading authorities on schizophrenia. We collaborate with scientists all over the world on forward thinking and fundable projects. Currently, we have a portfolio of approximately \$50M in external funding.

We are seeking an experienced **Research Administrator**.

Job Summary:

The **Research Administrator** will be responsible for the management and coordination of an Institute wide grants and contracts portfolio including federal and foundation funding. The person will ensure that grants submitted from the Institute are of the highest quality, are well written and portray the science as effectively as possible, while adhering to the standards of the granting agency. The person will play an active role in the Pre-Award process providing planning, technical and administrative support to faculty and staff. The person will also ensure that Post Award compliance is maintained as well as direct the grant close out process. Finally, the successful candidate will be actively involved in all financial aspects from establishing the budget through close out.

Duties and responsibilities:

- Sources and communicates funding opportunities to assist scientists and faculty in securing external financial support
- Prepares, reviews and submits applications, including working with the PI and finance department in budget preparation and securing internal LIBD approvals for all (other) components of the application
- Reviews applications to appraise programmatic/scientific resource needs including core facility needs and communicates needs to Program Management
- Ensures that proposals are complete and in compliance with all regulations
- Negotiates proposals and awards
- Manages fiscal and programmatic compliance
- Maintains active NIH ORI and SAM account certifications
- Works with the LIBD Legal Counsel to prepare contracts
- Optimizes and maintains a LIBD grants portfolio electronically using MS Access
- Develops and provides staff training
- Delivers a high level of quality end user service
- Acts as primary liaison between PI's, sub recipients, collaborators, and funding agencies
- Develops and updates policies and procedures necessary for grants administration

Education, Skills and Experience:

1. Has knowledge of grant funding policies and procedures and applicable local, state, and federal regulations, with an emphasis on the National Institutes of Health grant requirements
2. Bachelor's degree in the biological sciences, public health or similar field, graduate level degree preferred

3. Minimum 5+ years' experience directly administering grants---NIH grant management experience is required
4. Ability to manage multiple and shifting priorities and ability to self-prioritize in a highly dynamic and deadline-driven environment
5. Ability to prepare and analyze budgetary line items for compliance with sponsor budget guidelines as well as federal and internal financial regulations
6. Ability to establish and maintain excellent, collegial, collaborative relationships with our scientists
7. Proactive and flexible with rigorous attention to detail, strong organizational skills and the ability to meet deadlines
8. Excellent interpersonal skills and a sense of humor
9. Proficient in MS Word, Excel, & Access, NIH Assist, and eRA Commons
10. Experience in training faculty and staff
11. Willingness to identify other opportunities to expand as the function and the Institute grow

Benefits:

We value our people and provide an excellent benefits package including medical, dental, vision, disability, life, matching retirement program, generous paid time off, and accommodations for new parents.

EEOC Statement: The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.

To Apply:

Please send your resume and cover letter to jobs@libd.org with “**Research Administrator**” in the subject line.