

SWINE HEALTH INFORMATION CENTER

EXEMPT POSITION DESCRIPTION

- A. **TITLE OF POSITION:** Grant and Contract Administrator
- B. **DEPARTMENT:** Office of the Executive Director
- C. **SUPERVISOR'S TITLE:** Executive Director
- D. **NATURE OF POSITION:** The Grant and Contract Administrator will help the Executive and Associate Directors to support and coordinate operations and business of the Swine Health Information Center. The Grant and Contract Administrator will help to ensure quality research programs and services in line with the mission of the Center. Responsibilities and essential job functions include ensuring the success of SHIC's grants, partnerships and reporting through organization, documentation and tracking of research projects, as well as seeking funding opportunities to leverage and augment the Center's operations. This position will maintain compliance with grant provisions, regulations, and reporting requirements. The Administrator collaborates with external partners, internal stakeholders, and funding agencies to develop new funding opportunities and implement grants from inception to completion. The Administrator will interact closely with the Center Directors, providing administrative support, business coordination, and assisting in efforts to build awareness of the Center and its mission and to build and maintain excellent working relationships. To accomplish this, the position demands critical communication skills and requires a high level of interaction with funding agencies, grantees, research institutions, members of the Swine Health Information Center Board of Directors, industry leaders, working groups, grant review panels, and contract negotiators.
- E. **OVERVIEW:** The Swine Health Information Center is responsible for developing and maintaining a global swine disease information network for the purpose of protecting and enhancing the health of the United States swine herd by minimizing the impact of emerging disease threats through preparedness, coordinated communications, global disease monitoring, analysis of swine health data, and targeted research investments. The Center will put into place the infrastructure for enhanced epidemiological analysis of swine diseases in the U.S. and for providing U.S. pork producers with information that will help them strengthen their biosecurity and biocontainment abilities.

BACKGROUND REQUIREMENTS OF POSITION

Education: A bachelor's degree is required. An advanced graduate degree (MS, MBA) is preferred but not required. Requires in-depth knowledge of grant funding mechanisms, regulations, compliance standards and reporting requirements.

Skills:

- Strong analytical skills with the ability to review and interpret grant documents, budgets and financial reports; ability to maintain confidential information.
- Excellent written and verbal communication skills, with the ability to effectively communicate technical information to diverse audiences.
- Demonstrated ability to recognize, troubleshoot, navigate, manage and successfully solve multiple issues that arise to achieve goals.
- High degree of organization, ability to manage competing priorities, including consistent development, use and tracking of detail-oriented processes, follow up.
- Collaborative team player with excellent interpersonal skills and the ability to build positive relationships with internal and external stakeholders.
- Demonstrated ability to self-start, prioritize and successfully complete multiple, competing projects while paying outstanding attention to detail.
- Ability to effectively communicate the Center's programs, services, policies, and procedures internally and externally. Be capable of assimilating information and communicating across audiences from scientific and non-scientific backgrounds.
- Have a record of solving problems and ability to plan ahead to meet strict deadlines by working well under pressure.
- Have an excellent understanding of and ability to manage research project solicitation and critically evaluate research publications, reports, and proposals.
- Highly skilled technical capabilities with Microsoft Office (Outlook, Teams, Word, PowerPoint, Excel) and Zoom meetings; demonstrate the ability to foresee how technical solutions can enhance the effectiveness of the Center.

Relevant Experience: Five plus years of experience in grant implementation, office administration, project management, or related field, preferably in a nonprofit organization, government agency, or academic institution. Strong familiarity with research project lifecycles and grants application processes required. Experience and expertise in the pork industry and/or with swine disease research is preferred but not required.

Governing Structure: The Grant and Contract Administrator reports to the Executive Director and communicates regularly to the Center's Directors to keep the leadership informed of the conditions and operations of the Center. The Administrator will be responsible for presentations and interactions with the SHIC Officers and Board of Directors as assigned by the Executive Director.

POSITION RESPONSIBILITIES

Grant Application and Implementation: Assist the Center's Directors in implementing the grant application process, including researching funding opportunities, preparing grant proposals, and submitting applications within deadlines. Assist in the development and leadership of strategic partnerships to fulfill the SHIC mission with grant funders, NGOs and other commodity organizations. Collaborate with subject matter experts and the Center's

leadership to develop comprehensive grant proposals that align with the research priorities and plan of work of the Center. Solicit input and resources as needed to fulfill the mission of the Center

Grant Compliance, Reporting, and Budget Management: Implement and monitor grant agreements, contracts and terms to ensure compliance with funding agency requirements and regulations. Establish and maintain systems to track grant deliverables, reporting deadlines, and financial expenditures. Prepare and submit timely and accurate grant reports, progress updates, and financial documentation as required by funding agencies and stakeholders. Work with Center Directors to develop, monitor, and manage grant budgets, including tracking expenditures, forecasting funding needs, and ensuring cost allocations comply with grant guidelines. Work on behalf of the Center to solicit, negotiate, and administer extramural support for research.

Communication with Stakeholders, Grantees, and Funding Agencies: As part of the SHIC mission, coordinated and timely communication with pork producers, veterinarians, and researchers is a key initiative. This position will assist in the development of written communication to provide outreach to stakeholders. Serve as the point of contact for grant-related inquiries for funding agencies and grant awardees. Communicate grant requirements, expectations and outcomes. Foster positive relationships with funding agencies, pork producers, researchers, veterinarians, working groups, state pork associations, and other stakeholders to enhance collaboration and support for grant-funded programs and initiatives. Engage in daily professional communication across the organization and facilitate communication with external parties.

Administrative and Business Support to Center: Responsible for providing overall administrative and daily project support to the Center's Directors. Provide comprehensive administrative support including maintaining and updating calendars, coordinating and scheduling meetings, and coordinating travel and hotel arrangements. Assist the Center's Executive Director in budget management, providing regular updates on budget status, paying invoices and contracts, and maintaining accurate financial records. Provide support to Board members and Center-supported speakers on expense reporting and reconciliation. Assist with contract administration and processing invoices. Assist with planning, organization and successful execution of in-person Center supported meetings. The Grant and Contract Administrator will work closely with producers and veterinarians through various organizational task forces and working groups. Assist the Directors in reviewing and enhancing organization goal-setting, effectiveness measurement processes, and organizing the annual development of the Center's plan of work and budget. Support the Center's objectives through in-person and virtual meeting assistance, documentation of meeting minutes, coordination of group meeting schedules, and administrative support for strategic initiatives.

OTHER CHARACTERISTICS

Supervision: Receives oversight and direction from the Executive Director but requires ability to work independently on her/his own activities. Exercises decision authority relative to organizational issues and day-to-day management.

Location: Position will require working remotely from a home office.

Travel: May require some domestic travel (up to 15%) based around the Center's Board meetings and key industry meetings to provide on-site support. Must have valid driver's license and good driving record. The ability to travel via airplane and automobile are required.

Physical Requirements: Ability to sit for long periods of time and work extended hours when necessary.

Business Strategy and Operations: Understand the Center's current programs and provides key administrative support to the Executive and Associate Directors for daily operations of the Center. Provide updates and keeps the Executive Director fully informed on any and all factors that may influence the Center's operations, research project management, and funding opportunities to fulfill the Center's mission. Ensure overall compliance with licensing, and local, state, and federal laws and regulations in regard to operations, employment, funding, contracts and fiscal reporting obligations.

Human Capital: Provides administrative support to the Center in a manner that demonstrates a strong work ethic, encourages teamwork and provides successful outcomes. Improve personal development needs through training that builds skills.

TO APPLY: Please send a curriculum vitae with a cover letter describing professional goals and why you are uniquely qualified to fill this position to Dr. Megan Niederwerder at mniederwerder@swinehealth.org. Full consideration will be given to applications received by November 15, 2024. Screening of applicants will start thereafter and continue until the position is filled.

ANTICIPATED START DATE: January 15, 2025

ANTICIPATED SALARY RANGE: \$70K/yr - \$90K/yr; Remote, Full Time

CONTACT: For additional information, contact Dr. Megan Niederwerder at mniederwerder@swinehealth.org or 785-452-8270.

DATE OF ORIGATION: August 2024