

Grants and Contracts Administrator

MBio Diagnostics of Boulder, CO (www.mbioldx.com) is seeking to fill the position of **Grants and Contracts Administrator**. MBio's core technology is a patent-protected planar waveguide system developed for fluorescence immunoassays, molecular diagnostics, and cell-based assays.

MBio is seeking a Grants and Contracts Administrator to join their team of dedicated scientists and engineers helping to grow our business. MBio is leading a new era in rapid, on-the-spot sample testing for diverse applications including human clinical diagnostics, environmental safety, and veterinary applications.

This position is a key role with responsibilities of timely and accurate compliance, reporting, invoicing, managing sub-contracts/awards, and renegotiating contracts as appropriate. The person in this position will research and interpret relevant regulations and standards, and work cooperatively with the MBio team and sub-contractors to ensure smooth implementation, provide knowledgeable feedback on what is required, and acquire information required for processing the contracts and grant awards. The Grants and Contracts Administrator must also ensure the completed work is in accordance with MBio's standards, policies, and procedures.

Job Duties:

We are looking for someone who can assume responsibility for implementing several simultaneous grants and contracts while demonstrating flexibility, creativity, resourcefulness, and good judgment. The right person will enjoy diving into these complex contracts and developing the comprehensive processes required to set these projects up for success, enabling the scientists, engineers and other MBio staff to focus on further developing these exciting technologies. We are looking for someone who can think analytically, work autonomously, and provide deliberate planning regarding the managing of grants and contracts. If a person with a more specialist skillset is hired, there is some room to modify the job description to be more appropriate to their experience level.

Responsibilities:

- Perform all activities to manage grant awards and contracts from various government agencies.
- Research appropriate federal, state, and local requirements to facilitate compliance by all parties.
- Coordinate with award program directors and MBio staff to compile appropriate materials required for reporting, invoicing, and contract compliance.
- Prepare and disseminate information to appropriate employees regarding contract status.
- Facilitate contractor meetings, including preparing and recording all associated communications and documentation.
- Maintain detailed and organized files.
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, and payment schedules.
- Prepare and submit compliant and on-time scheduled reports, special reports, updates, meeting materials and invoices.
- Coordinate and prepare for related audits and site visits.
- Review and recommend options for the continuous improvement of policies and procedures to increase the efficiency and effectiveness of grants and contracts administration within MBio.
- Initiate sub-contracts/sub-awards and ensure they have the information required to comply with the contract, meet the agreed-upon milestones and contribute to the required reporting.
- Perform closing activities as needed, including final reports to federal agencies and contract summaries to MBio leadership, in accordance with company and federal funding agency policies.
- Assist with pre-award grant preparation and submission on an *ad hoc* basis.
 - Lead project management for grant/contract applications, including coordination of meetings, adherence to timeline, collection and maintenance of supplementary documentation.
 - Where appropriate based on scientific background, participate in grant writing and proposal review.
 - Oversee and be responsible for final submission and tracking of award status, including review the entire project for general editing and compliance with instructions.
- Perform other job-related duties as assigned.

This position would report to MBio's Chief Operating Officer, Michael Lochhead.

Required Skills/Abilities

Required Qualifications

We are looking for professionals with these required skills to achieve our goals:

- Extensive knowledge of grant-funding policies and procedures and applicable local, state, and federal regulations.
- Ability to make administrative/procedural decisions and judgments.
- Meticulous organizing and coordinating skills.
- Ability to perform complex tasks and to prioritize multiple projects.
- Ability to prepare research proposals and reports.
- Ability to communicate effectively, both orally and in writing.

Preferred Qualifications

- Experience within fields related to human diagnostics.
- *Experience with federal contracting and grants management (e.g., NIH, BARDA, DARPA, NSF, NOAA, SBIR at multiple agencies, etc.).*
- Pre-award experience—grant writing, project management, or both.
- PhD or advanced degree in a relevant field.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without an accommodation.
- Meticulous organizational skills and attention to detail.

Education and Experience:

- College degree (BS or BA) from an accredited institution and at least 5 years of experience directly related to the duties and responsibilities specified.
- Completed higher degree(s) from an accredited institution above the minimum education requirement may be substituted for experience on a year-for-year basis.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Applicant must have authorization to work in the U.S. We will be accepting applications until Sept 15. Please apply via applicable job sites, or send cover letter and CV/resume to jobs@mbiodx.com. Please specify job title in the subject line of the email.



Job Description

MBio Diagnostics, Inc. is an Equal Opportunity Employer committed to a culturally diverse workforce.