

[About the Hennepin Healthcare Research Institute](#)

The Hennepin Healthcare Research Institute (HHRI) has a current opening for an experienced Grant Administrator to support the research being conducted within Hennepin Healthcare. Direct experience with federal grants, policies and procedures, and research administration preferred. This position involves teleworking which may be re-evaluated in a post-COVID world.

Interested parties should submit supplemental material that showcases their ability to fulfill the job description including sample budget management experience or summary of relevant projects via a cover letter.

At the HHRI, we have been actively investigating the causes of and potential treatments for diseases since 1952. We support and oversee the medical research conducted at Hennepin Healthcare System's HCMC, an acute care research and teaching hospital located in downtown Minneapolis. In an academic environment that emphasizes patient care, research, and teaching, HHRI helps offer patients better care now and hope for improved healthcare in the future.

HHRI is the third largest medical research non-profit in Minnesota and ranks in the top seven percent nationally of all institutions receiving research grants from the National Institutes of Health.

Grant Administrator

Location: Minneapolis, MN

Exempt/Non-Exempt: Exempt

Employment Type: Full-time

Department: Grants & Contracts

Duties:

- Manage, negotiate, and provide support for contract/grant awards
 - Conduct preliminary review of proposals for accuracy, completeness, and adherence to policies and procedures. Identify special problems and collect information for problem resolution.
 - Prepare subcontracts
 - Suggest potential sources of support.
 - Attend site visits of sponsoring agencies.
 - Assist as appropriate with drafting of policy statements and other documents
 - Provide assistance to faculty, staff, and personnel from outside agencies in identification and resolution of problems that result from all stages of sponsored research activity.
 - Provide assistance in the identification and/or resolution of audit problems.

- Complete payment schedules of funds, narrative and financial reporting requirements, bases and rates of overhead charged as well as other terms and conditions of the award.
- Assist with problem resolution regarding accounting and budgeting.
 - Review and approval of all accounting and business documents processed against contracts and grants.
 - Assist accounting staff to resolve problems of overdrafts, expired accounts, and erroneous, faulty, or returned documents.
- Assist in developing and maintaining a comprehensive training program for subordinate professional staff.

Qualifications:

Education/Experience:

Any equivalent combination of education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be a baccalaureate degree and 2-4 years of direct experience with federal grants, policies and procedures, research administration, or other related experience.

Skill, Knowledge & Ability (SKA):

Requires interaction with a diverse population. Must demonstrate effective written and verbal communication and organizational skills. Must have knowledge of federal grant processes, policies and procedures. Must have the ability to work within deadlines, policies and procedures, perform multiple tasks concurrently, and work under minimal supervision. Must display working knowledge of and ability to use word processing and spreadsheet software. Displays high standards of attendance, punctuality, maintains confidentiality, and manages time effectively.

MANDATORY COVID-19 VACCINE REQUIREMENT

AA/EOE of Minorities, Women, Disabilities, Veterans

Apply at: <https://www.hhrinstitute.org/career-opportunities/>