

## Simons Foundation Position Description

**TITLE:** SFARI Grants Assistant

**REPORTS TO:** Grants Manager

**DEPARTMENT:** Grants Management

**LOCATION:** NYC office

### ORGANIZATIONAL OVERVIEW

The Simons Foundation is a private foundation established in 1994 in New York City by Jim and Marilyn Simons. With an annual grants and programs budget of \$300 million, the foundation's mission is to advance the frontiers of research in mathematics and the basic sciences.

The foundation pursues its mission through its grant-making division, comprising programs in Mathematics and Physical Sciences, Life Sciences, Outreach and Education, and autism research, and through its internal research division, the Flatiron Institute.

The foundation is also committed to advancing autism research. Launched in 2005, the Simons Foundation Autism Research Initiative (SFARI) is a research campaign within the Simons Foundation's overall suite of programs whose mission is to improve the understanding, diagnosis and treatment of autism spectrum disorders by funding innovative research of the greatest quality and relevance.

### POSITION SUMMARY

Launched in 2005, the Simons Foundation Autism Research Initiative (SFARI) is a research campaign within the Simons Foundation's overall suite of programs whose mission is to improve the understanding, diagnosis and treatment of autism spectrum disorders by funding innovative research of the greatest quality and relevance. The SFARI Grants Assistant is responsible for providing administrative support for pre- and post-award activities to this portfolio of grants. The Assistant will oversee the process of contacting grantees and their administrators to obtain required reporting for the grants team, and in this position, they must be well versed in Foundation policies and procedures. The Grants Assistant must foster good working relationships, both internally and externally.

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Reports to the Grants Manager
- Provides administrative and project-level support
- Responds to inquiries from applicants, grantees and institutional administrators.

- Oversees the grant deliverable reminder, submission and review processes.
- Aids in the creation and maintenance of all program templates
- Provides first-tier review of budgets, activations, financial statements and progress reports.
- Assists in reviewing all LOI and full application materials submitted
- Generates and prepares data for monthly reports, portfolio analyses and other required reports.
- Assists with the maintenance of electronic award records
- Manages the grantee publication submission and archival processes
- Aids in defining, creating, organizing and updating program policies and processes.
- Perform any other duties or tasks as assigned or required

## **MINIMUM QUALIFICATIONS**

### **Education**

- Bachelor's degree

### **Experience**

- 1–2 years' of prior administrative experience
- Previous experience in grants or in sponsored projects administration is a plus.

### **Related Skills & Other Requirements**

- Excellent interpersonal and organizational skills
- Excellent verbal and written communication skills
- Exceptional attention to detail and task follow-through
- Sound judgment and discretion
- Ability to prioritize, multitask and meet competing deadlines.
- Strong computer skills with proficiency in Microsoft Suite, Word, Excel and PowerPoint.
- Knowledge of proposalCENTRAL or related award management system is a plus.
- Eagerness to grow with the position as the organization's needs evolve

## **REQUIRED APPLICATION MATERIALS**

- Please submit a résumé and cover letter stating your interest in the position.

## **THE SIMONS FOUNDATION'S DIVERSITY COMMITMENT**

Many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds and experiences, and we are committed to cultivating an inclusive work environment. The Simons Foundation provides equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin,

sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.