

Position Description

Job Title: Grants Officer

Grade: 84

Incumbent: Vacant

Reports to: Director, Flagship (IIE/NSEP)

Division: Education Abroad Programs

Department: Student Exchanges

The Language Flagship is a breakthrough in the instruction of foreign language and culture in the United States designed to help individuals achieve superior-level proficiency in critical languages including Arabic, Central Asian Turkic languages, Chinese, Hindi/Urdu, Korean, Persian/Farsi, and Eurasian languages. Funded by the National Security Education Program (NSEP), The Language Flagship awards grants to U.S. universities recognized as leaders in the field of language education with the goal of graduating students who will take their place among the next generation of global professionals, commanding a superior level of fluency in one of many languages critical to U.S. competitiveness and security. The Language Flagship also supports new concepts in language instruction, including partnerships with innovative universities and school systems developing K-16 “pipeline” programs in Chinese and Arabic.

Purpose of Position:

To assist the Director with the administration of grants to institutions of higher education under The Language Flagship and other special initiatives of NSEP. To manage grant award and execution process, particularly financial aspects. To monitor adherence with the terms and conditions of grants awarded by IIE under The Language Flagship and other special initiatives of NSEP.

Principal Responsibilities:

- 1) Ensure completeness of proposals, particularly budgets and budget justifications, and follow up with grantees to obtain missing information/ documents required to prepare awards and amendments.
- 2) Review proposal documents to ensure consistency and accuracy between program descriptions, budget, and budget justifications, and follow up with and assist grantees as necessary.
- 3) Coordinate internal proposal review with sponsor.
- 4) Draft grant award documents and amendments as required under the prime agreement for review by Director and relevant staff, incorporating and ensuring accuracy of all required components. Work with IIE Grants and Contracts Office

- to clarify policies, discuss problems, and propose solutions to Director.
- 5) Serve as principal liaison between IIE and university grants, contracts and/or other appropriate offices to field questions regarding award requirements and issues involving the execution of awards and amendments, working in close collaboration with IIE Grants and Contracts Office to ensure compliance with IIE and federal policies.
 - 6) Ensure contractual and financial compliance of grantees, including timely receipt of grantee reports and working with grantees to ensure ability to comply with requirements of their subawards.
 - 7) Review grantee financial reports. Make recommendations to Director and follow up with grantees as necessary.
 - 8) Monitor grantee invoicing, ensuring accuracy of information and compliance with grant requirements. Prepare payment requests when necessary.
 - 9) Prepare annual grant disbursement plans and update on a quarterly basis, working with Financial Manager to ensure accuracy and consistency of information. Prepare quarterly reports on overall grant activities.
 - 10) Work closely with Director and Financial Manager to monitor overall program budget, commitments, and expenditures, and to prepare financial analyses and program spending projections as required.
 - 11) Establish system to track reports due and overdue, and monitor submission of required reports, technical (program) and financial, for all active grants. Follow up with grantees to obtain overdue reports; inform and make recommendations to Director as required.
 - 12) Establish other procedures to ensure timely submission of proposals for grant renewals and timely preparation of grant awards and amendments.
 - 13) Take the lead in development of Flagship grants tracking database, working in collaboration with other program staff and external consultant(s). Maintain grants database and ensure integrity of data input into the system.
 - 14) Maintain Flagship grants files and filing system electronically and in hard copy formats.
 - 15) Draft correspondence, as necessary.
 - 16) Work closely with the Director to ensure the smooth functioning of The Language Flagship grants program including communication and coordination with sponsor. Handle special projects and other related tasks as assigned.

Qualifications: Education/Experience/Skills:

- Bachelor's degree required, Master's degree preferred.
- At least five years' of relevant experience in the administration and management of federal grants and contracts.
- Knowledge, understanding, and application of federal rules and regulations as they pertain to the execution of grants, subawards, and contracts to institutions of higher education.

- Strong analytical and organizations skills, including extreme attention to detail and the ability to prioritize, multi-task, and meet competing deadlines.
- Demonstrated experience with financial reporting and monitoring of large amounts of grant funds.
- Ability to work independently and exercise sound judgment with regard to budget and program issues.
- Experience working with/in institutions of higher education and familiarity with international programs.
- Excellent interpersonal, communication, and negotiations skills, including the ability to interact effectively and diplomatically with senior faculty and staff at institutions of higher education, as well as with the program sponsor.
- Flexibility and ability to work in a team approach in implementing project tasks, responsibilities, and goals.
- Expertise in Microsoft products such as Word, Excel, Access, and PowerPoint.
- Excellent skills in written and spoken English.