



Greater Los Angeles  
**Veterans**  
Research & Education  
Foundation

## Grant and Contracts Officer

Full Time/Exempt  
Hybrid/Remote  
Job Description

### Accountability

Reports to the Executive Director/CEO

### Overview

Our Veterans have given a selfless gift through their service to our country, and they deserve the best health opportunities available. For more than 90 years, the Department of Veterans Affairs (VA) Veterans Health Administration (VHA) has managed or sponsored research and education programs that have led to health care breakthroughs and improved the lives of Veterans and the public. The Greater Los Angeles Veterans Research and Education Foundation (GLAVREF) is an independent, non-profit 501(c)(3) designed to support those efforts with one mission in mind: ***Building partnerships to advance research and education for the health of our Nation's Veterans.***

GLAVREF administers VA-approved research and education, and we are looking for a qualified candidate to join us in the role of Grant and Contracts Officer. The Grant and Contracts Officer will lead and execute activities that support the work of VA Principal Investigators. This position supervises the Budget and Billing Analyst (BBA).

Our main office is located on the West Los Angeles Veterans Healthcare campus and is a full-time salaried position with generous benefits including medical, dental, vision, vacation, sick leave, and 403(b) plan.

### Job Description

As an integral team member, the Grant and Contracts Officer (GCO) is responsible for managing all grants and contracts, including industry-sponsored, foundation and federal. The GCO also develops, negotiates, and maintains status of all research project contracts, MOUs and other documentation that supports the research process. The GCO provides support for development of proposals and applications for funding.

The Grant/Contract Officer works closely with Executive Director, Budget and Billing Analyst and other colleagues in the complex VA research environment. They collaborate with research project teams to ensure that all proposals, activities, record-keeping, and

implementation comply with federal and sponsor requirements. The GCO works with 70+ researchers on more than 100 active grants and contracts and supports development of new projects in the pipeline. The GCO is responsible for demonstrating best practices and training project staff on grant, contract, regulatory and other compliance requirements (including federal).

The Grant/Contract Officer also monitors and oversees the posting and billing of billable activities on all clinical trials and grants, working with research coordinators, budget and billing analyst and other staff to ensure performance and tracking of contract activities.

## **Responsibilities**

### **Pre-Award**

The incumbent will work closely with principal investigators as pending proposals transition to active awards. They will be called upon to assist with federal and industry proposals including:

- Working with investigators to identify potential funding sources
- Working with investigators and research staff to develop grant budgets and proposals
- Providing expert interpretation of sponsor regulations and requirements and ensuring all proposal components are in compliance
- Working with industry partners through the CRADA process with VA
- Submitting research proposal and industry contracts to sponsors after obtaining all necessary institutional approvals

### **Overall Management and Oversight**

- Oversee policies, procedures, reporting, and compliance matters related to grants and contracts
- Review and negotiate contract terms and conditions, ensuring that GLAVREF policies comply with legal and project provisions
- Administer CTMS database system and process to effectively manage CRADAs (Cooperative Research and Development Agreements). Serve as primary point of contact between funders, legal resources, and research staff during CDA/CRADA process
- Create a reliable review and tracking system for assessing grants and contracts with staff
- Draft proposals/CRADA components and task orders for potential grants and contracts
- Support GLAVREF program portfolios in business development, budgeting and contracting
- Oversee costs, spending and income on projects, including participant (patient) payments, supplies, labor and equipment

- Take primary responsibility for contract requirements, monitor performance throughout projects and train staff to ensure compliance
- Manage reporting of program results to meet grant and contract requirements
- Initiate regular budget forecasts, handle amendments and communicate status regularly to investigators and senior management
- Drive financial monitoring with the Budget and Billing Analyst, the Finance/Accounting Manager, coordinators, and investigators.
- Serve as back-up on budget and billing, and train colleagues to back up the grant/contract desk
- Lead and/or participate in cross-functional groups to improve policies, practices and systems.
- In tandem with administrative team, ensure consistent controls and procedures to meet Sarbanes-Oxley requirements
- Support best practices in internal controls for financial tasks by providing backup review and signatures
- Other duties as assigned

### **Desired Skills and Experience**

- Experience owning the sponsored research lifecycle for investigators, managing a high volume of work, and competing deadlines with urgency, efficiency, compassion, and good judgement
- Ability to drive quality results within complex, time-constrained goals
- Ability to build and manage complex budgets and project plans required
- Ability to handle accounting procedures related to research project billings, including invoicing, data entry, analysis and monitoring of payables
- Excellent communication skills (both oral and written), including superior presentation skills
- Willingness to serve as an approachable expert and mentor regarding grants and federal grants and contracts
- Knowledge of health care systems a plus
- Experience with federal, foundation and industry-sponsored grants and contracts required
- Knowledge of complex large, multi-site grants preferred

### **Position Qualifications**

- Must be authorized to work for any employer in the United States. May not be an H1b visa holder
- Bachelor's degree preferred
- Five to seven years of experience in a complex, professional research or related business environment required

- Previous grant and contract experience required. Experience in a university, medical or research setting desired
- Working knowledge of Microsoft Office Suite (with an emphasis on Excel), and database software required.
- Working knowledge of project accounting and accounting software highly desired
- Knowledge of federal and state contract guidelines desired, including HHS, DOD, NSF, NIH with A-110, A-133 compliance knowledge a plus
- Strong, demonstrated analytical skills required
- Ability to work professionally in a fast-paced environment, with strict deadlines and competing priorities

To apply: Submit cover letter, resume, and three references to Jane Cheung, Executive Director at [jane@glavref.org](mailto:jane@glavref.org). Show position title and your name in the subject line.

[www.glavref.org](http://www.glavref.org)