



## ***Grants Management Coordinator***

***St. Louis, Missouri***

***Posting Date: February 9, 2022***

### **Position Summary**

BioSTL is hiring a Grants Management Coordinator to help us manage our fundraising activities with corporations, foundations, government agencies and other philanthropic institutions. The Grants Management Coordinator will play an essential role in the organization's ability to generate general operating and program support, and to serve as a positive ambassador with funders and other community partners.

This position will report to BioSTL's Vice President of Development. The Grants Management Coordinator will be a Full-time, salaried position with BioSTL.

### **Job Responsibility**

Since 2001, BioSTL has laid the foundation for St. Louis' innovation economy with a comprehensive set of transformational programs that advance St. Louis' leadership in solving important world challenges in agriculture, medicine, health care, and other technology areas. BioSTL has introduced nationally acclaimed initiatives in startup creation and investment (BioGenerator), strategic business attraction (GlobalSTL), physical environment (including Cortex and BioGenerator Labs), entrepreneur support (Fundamentals), seed and venture capital, a diverse and inclusive workforce, and public policy. Learn more online at [biostl.org](http://biostl.org) and follow us on twitter @BioSTL.

As a member of the BioSTL team, the Grants Management Coordinator will provide support to all parts of the organization receiving grants – BioSTL, BioGenerator and GlobalSTL. The available position allows for different degrees of supporting or leadership roles, commensurate with demonstrated experience.

### **Job Duties and Responsibilities:**

- Organize influx of grant data points (e.g. SSTI digest; federal scans; Private Foundations)
- Schedule/administer regular check-ins with internal stakeholders to discuss upcoming opportunities
- Liaise with Policy team and others (possible outside contractors) to sort opportunities
- Maintain Grant portals (consistent updating of login credentials) and supplemental documents required for grant applications
- Help maintain funder relationships
- Project timelines and management
- Develop Non-narrative components of grant applications
- Central knowledge of all grants
- Support procurement process/documentation
- Manage grant reporting process (pull data, manage documents, write program progress narratives)

### **Required Qualifications:**

- 2 years of work experience in development/grants management
- Knowledge of concepts related to fundraising and grant management
- Excellent initiative and ability to work independently as well as part of a team
- Ability to respond quickly and effectively to the needs of the BioSTL/BioGenerator team, grantors, donors, stakeholders, and other partners
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting

**Skills:**

This position requires excellent organizational, budgeting and monitoring skills. The grants management coordinator should maintain relationships with corporate, foundation, state and federal donors ensuring that grant programs operate efficiently, streamline grant administration, and help keep our grant reporting timely and accurate.

**Compensation**

Pay is commensurate with experience and is benchmarked against market rates. Benefit package for full-time employees includes excellent health coverage, generous retirement savings match, tuition assistance, and other benefits to support employees personally and professionally.

**Application:**

Please upload a detailed letter of interest and resume on the BioSTL.org website under this job posting heading. Confidential inquiries can be submitted to [mhiggins@biostl.org](mailto:mhiggins@biostl.org) with this job posting title in the subject line. For more information, visit [biostl.org](http://biostl.org).

All employees must receive the COVID-19 vaccine. Exemptions may be granted for medical contraindications and for sincerely held religious beliefs. Exemption requests will be evaluated on a case-by-case basis.

BioSTL is committed to creating a diverse, inclusive, and equitable ecosystem. We are committed to seeking individuals of diverse backgrounds and experiences who will bring diverse perspectives to this work. This is an equal employment opportunity.