



## Grants and Finance Manager

### Organization Description

The Center for Mind and Culture (CMAC) is a non-profit research center that innovates creative solutions for urgent social problems. Committed to a radically interdisciplinary, non-partisan approach, uniting the humanities, social sciences, and data sciences, CMAC mobilizes an international network of experts to develop and disseminate visionary insights to public and professional stakeholders.

### Position Description

CMAC is currently seeking a Grants and Finance Manager, a key member of our small administrative team. The Grants and Finance Manager is expected to:

- Maintain all financial records for each grant awarded
- Prepare and organize invoices and payments
- Work with primary investigators on grants status, budgets, and expenses
- Assist the Executive Director and Deputy Director with award tracking
- Support the research, organization, and submission of grant proposals
- Produce financial reports on schedule
- Monitor grants for compliance

As part of project management, the Grants and Finance Manager will also be involved in project communications, like research reports and fact sheets. Successful candidates will be able to multi-task effectively and to oversee a dynamic, diverse team. Applicants should have a passion for research, an interest in working in a scholarly environment, and a capacity to understand and communicate the value of CMAC research to the wider community.

### Recommended Skills/Qualifications:

- Bachelor's degree from an accredited university or college
- A minimum of two years of experience in non-profits, preferably with pre- and post-award
- Knowledge of accounting principles as they relate to grant management
- Experience with NIH, NSF, DOD, or similar US government grants is highly preferred
- Strong oral and written communication skills and ability to think logically and analytically
- Must be a team player who coordinates well with others and maintains a positive attitude
- Ability to work under pressure, produce results in a timely manner, and manage multiple tasks independently
- Willingness to think critically about information systems and develop solutions to problems
- Proficiency in Microsoft Suite required; QuickBooks, and payroll software preferred

Full-time exempt with health, dental, disability, and retirement benefits. A commitment to training and mentoring is a key component of CMAC's operations. The opportunities and training associated with this position are suited to career trajectories in nonprofit management and academic institutional support.

Salary is \$50,000 - \$57,000, depending on experience. To apply, email a resume and cover letter to [admin@mindandculture.org](mailto:admin@mindandculture.org). The Center for Mind and Culture, Inc. is an Equal Opportunity Employer.

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