



Protecting the blue planet

Grants & Contracts Manager

The Grants & Contracts Manager supports the financial and administrative aspects of New England Aquarium's portfolio of government and private grants. Reporting to the Director of Grants and Financial Administration, this role is responsible for ensuring compliance with federal and private funding requirements, managing subrecipients and contractors, and supporting timely and accurate financial and narrative reporting. The ideal candidate will have strong attention to detail, a collaborative spirit, and a passion for system improvement and compliance excellence.

This is a full-time regular position offering a comprehensive benefits package. The schedule will be Monday-Friday 9:00 am - 5:00 pm with the option for a hybrid schedule, working some days on-site and some days remotely. Remote days are only available for residents of MA, RI, NH, ME, NY and VT. This position is subject to a criminal record background check.

ESSENTIAL FUNCTIONS

Grant Compliance & Reporting

- Prepare and submit required federal and private grant financial reports in collaboration with finance and program staff.
- Ensure compliance with Uniform Guidance, contractual terms and conditions, and Aquarium policies.
- Maintain accurate records of grants, contracts, and associated documentation for audit-readiness.
- Submit interim and final narrative reports in collaboration with Principal Investigators (PIs) and Project Coordinators.

Subrecipient and Contractor Management

- Conduct risk assessments, manage agreements, monitor deliverables, and coordinate with subrecipients and contractors.
- Prepare and maintain subrecipient and contractor invoicing and reporting templates.
- Ensure timely submission of subrecipient/contractor FFATA or grants.gov reports as required.

Project Tracking & Calendar Management

- Maintain a centralized shared calendar of grant and contract deliverables, including reporting and invoicing deadlines.
- Track progress on financial and programmatic milestones and flag potential delays to the Director.

Grant Opportunity Support

- Assist in identifying funding opportunities and reviewing eligibility requirements.



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- Support proposal development processes as needed, including coordination of budgets, forms, and supporting documentation.

Technology & Process Improvement

- Embrace and adopt new systems and technology tools that improve grants tracking and reporting.
- Identify opportunities to streamline and enhance grants-related processes across departments.

QUALIFICATIONS

Minimum Training & Experience

- Minimum 5 years experience working with grants; 3 years of direct experience in federal and private grant management.
- Bachelor's degree in finance, public administration, or related field preferred, but not required.
- Experience preparing and submitting federal financial reports (e.g., SF-425) required.
- Experience with subrecipient monitoring and contract management required.
- Experience managing grants in a nonprofit or academic research environment required.
- Experience working collaboratively with multiple departments and external partners required.

Knowledge, Skills, & Abilities

- Familiarity with Uniform Guidance (2 CFR 200) and federal grant regulations required.
- Strong working knowledge of federal grant portals such as eRA Commons, GrantSolutions, and Grants.gov required.
- Solid understanding of different funding vehicles (e.g., grants, contracts) and their invoicing and reporting requirements required.
- Familiarity with indirect cost principles and cost-share documentation preferred.
- Ability to track and manage grants outside of grant management software.
- Excellent verbal and written communication skills.
- High attention to detail, accuracy, and organization; must be able to manage multiple projects and deadlines effectively.
- Comfortable with evolving priorities and cross-functional coordination; should be resourceful, eager to learn, and enjoy improving systems and solving problems.
- Enthusiasm for conservation, science, and the mission of the New England Aquarium.

For more information and to apply online please visit: <http://neaq.applicantpro.com/jobs/>

The New England Aquarium is committed to an inclusive workplace culture and is an Equal Employment Opportunity Employer, as defined by the EEOC. Here, we foster a culture of respect and inclusion. We strive to engage and inspire a broad audience with our efforts to protect the blue planet. We believe that an inclusive workforce provides diverse experiences,



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skills, and perspectives that enrich our programs, strengthen problem-solving, add creativity, and enhance our workplace culture.