The Mathematical Association of America (MAA), a national professional association, seeks a full-time Grants Manager.

The Grants Manager is responsible for managing a portfolio of federal and non-federal sponsors for the Mathematical Association of America (MAA). Primary responsibilities include working with Deputy Executive Director and Principal Investigators to develop proposals, review and approve requisitions and expenditures for new and continuing awards; budget forecasting; functioning as liaison to internal departments; and maintaining timely coordination and communication with involved parties regarding grants post-award management issues.

A successful candidate for this position must have advanced knowledge of OMB Circulars such as APART 200 - Uniform administrative requirements, cost principles, and audit requirements for Federal awards. In addition they must have a strong knowledge of rules and regulations governing federally sponsored research programs, strong Microsoft Office skills, a customer service orientation, and exceptional organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Candidates must have a Bachelor’s degree in Business Administration or related field as well as a minimum of 5+ years of applicable experience.

The Mathematical Association of America (MAA), located in the historic Dupont Circle area of Washington D.C., is the world's largest community of mathematicians, students, and enthusiasts. The MAA accelerates the understanding of our world through mathematics, because math drives society and shapes our lives. For more information about the Mathematical Association of America, see [www.maa.org](http://www.maa.org/). The MAA is an Equal Employment Opportunity Employer.

Please email resume, cover letter, and salary expectations (required) to:

Elizabeth H. Richards, SPHR, GPHR

Mathematical Association of America

E-mail: hr@maa.org