



## **Grants & Compliance Manager**

The Mathematical Association of America (MAA) is the world's largest community of mathematicians, students, and enthusiasts. Our mission is to advance the understanding of mathematics and its impact on our world, and we do so through our values of Community, Inclusivity, Communication, and Teaching and Learning.

At the MAA, our mission is to advance the understanding of mathematics and its impact on our world. Our members include university, college, and high school teachers; graduate and undergraduate students; pure and applied mathematicians; and others in academia, government, business, and industry. The study of mathematics develops problem-solving abilities, logical reasoning, and abstract, spatial and critical thinking in students, and can lead to successful careers in business, computer science, STEM, logistics, data analysis, economics, and many other fields.

The Mathematical Association of America's Programs Department leads initiatives that advance the MAA's mission to promote the understanding, teaching, and learning of mathematics. The department manages national meetings, professional development opportunities, curricular resources, and outreach activities that engage students, educators, and the broader mathematics community. Through these efforts, the Programs Department fosters collaboration, cultivates mathematical talent, and supports excellence in education and scholarship.

MAA's research and program funding comes primarily from our long and successful relationship with the National Science Foundation (NSF) as well as many other foundations, corporations, and organizations that support our mission. In this role you will be responsible for federal grant reporting and compliance working closely with Principal Investigators, Offices of Sponsored Programs at other institutions, and the MAA's finance department to ensure accurate and on-time completion of project and financial reports.

## **Job Summary**

Reporting to the Senior Director for Programs, the Manager of Grants and Compliance has responsibility for overseeing budgets, contracts, expenditures and compliance for externally funded projects from proposal submission through post-award processes. You will work closely with off-site project managers and principal investigators to develop proposals; manage proposals through the submission process; review and recommend approval for requisitions and expenditures; produce budget forecasts; and coordinate communications with internal departments as well as manage activities related to grants post-award management. You will manage processes for grant-making programs funded by external donors including conflict of interest policies, review processes, and oversight of payment and reporting. You will work closely with the MAA finance department as well as with auditors, inspectors, program sponsor representatives, and program staff at universities, institutes and other organizations.

## **Job Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned as needs arise.

### **Leadership and Oversight**

- Partner with senior leadership to identify new funding opportunities and guide long-term grants strategy.
- Provide organizational updates on changing regulations and processes related to external funding and guide related internal processes with senior leadership
- Represent the MAA in meetings with funders, partner institutions, auditors, and government agencies, serving as a primary liaison on grant and compliance matters.
- Supervise and mentor staff supporting grant administration, providing direction, feedback, and professional development.
- Lead the development of competitive proposals in collaboration with Principal Investigators and external partners, ensuring alignment with the MAA mission and funder priorities.
- Oversee preparation and submission of proposals, serving as the Authorized Organizational Representative for NSF and other federal grants

- Ensure proposals are compliant with RFP guidelines, budget requirements, and regulatory expectations.
- Stay up to date with expectations of federal agencies, foundations, and corporate sponsors

#### Proposal Development and Grants Acquisition

- Oversee financial management of federally and privately funded programs, including budget forecasting, expenditure tracking, and reporting.
- Provide first round approval for grant-related expenditures, reallocations, and major purchases, ensuring compliance with funding guidelines.
- Direct preparation, negotiation, and monitoring of contracts, grant agreements, sub-awards, and consultant agreements; ensure appropriate billing and compliance across all agreements.
- Anticipate financial risks and implement strategies to maintain fiscal responsibility across programs.

#### Program Management

- Ensure efficient systems are in place for the administration and record-keeping of externally sponsored projects and outreach grant-making programs.
- Convene and lead meetings with Principal Investigators to evaluate progress, address challenges, and streamline procedures.
- Create and manage processes including application, review, payment and reporting for our externally funded outreach grant-making programs.
- Provide project management leadership and expertise across departmental initiatives as needed, including recommendations for improved processes

#### Compliance and Risk Management

- Serve as the organization's lead authority on compliance and regulatory matters related to federal and private funding.
- Monitor and interpret changes in laws, directives, and compliance requirements, ensuring timely implementation across programs.
- Oversee risk management processes to minimize audit exposure and safeguard organizational integrity.

- Ensure accuracy, quality, and timeliness of all aspects of grants administration and reporting.

## **Qualifications**

To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training, and/or work experience listed here.

- Bachelor's degree required, preferably in business administration, finance, or related field Master's degree a plus.
- Grant Professionals Certification preferred; required for Sr. Manager title.
- 5+ years of directly related experience
- Non-profit experience within trade associations or higher education strongly preferred.
- Experience with NSF-funded grants or programs regulated by CFR 200 strongly preferred.
- Advanced knowledge of OMB Circulars such as Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and NSF Proposal & Award Policies & Procedures Guide.
- Strong knowledge of rules and regulations governing federal research programs and contract administration.
- Strong computational skills including database management; affinity for learning and fully utilizing software applications and systems.
- Strong writing ability with preference for grant writing in a mathematical or scientific community.
- Strong customer service orientation.
- Strong communication, interpersonal, and presentation skills.
- Ability to handle confidential information.
- Ability to manage direct reports.
- Integrity: Earns the trust and confidence of coworkers and customers through honest communication, ethical behavior and professionalism in all interactions.

- Business Acumen: The ability to plan through strategic thinking; an understanding of all areas of a business' operations and how they are interconnected
- Self-Development: Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up-to-date, turns mistakes into learning opportunities.
- Fostering Innovation: The ability to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.
- Judgment: The exercise of critical thinking, analysis and assessment of implications, identification of patterns, making connections of underlying issues, and the ability to apply that analysis to address issues effectively.
- Problem Solving: Breaks down problems into smaller components, can simplify and process complex issues, can identify and understand root cause.

#### Work Environment:

- General office with a hybrid work schedule with Tuesday and Wednesday required in office in Washington, DC.
- Some evening and weekend work to support events

Travel: Ability to travel at least two weeks per year for national meetings and the potential of up to approximately two additional weeks per year to support grant project meetings.

Equal Opportunity Employer

Job Type: Full-time

Pay: \$80,000.00 - \$85,000.00 per year

#### Benefits:

- 403(b)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Work Location: Hybrid remote in Washington, DC 20036

**To apply please send cover letter and resume to [Hr@maa.org](mailto:Hr@maa.org)**

The MAA is an Equal Opportunity Employer  
and complies with all District and federal laws.