



# Grant Operations Lead

## Lux Company Overview

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in College Park, MD.

## Position Description: Grant Operations Lead – Remote

Lux is seeking a Grant Operations Lead who is experienced in supporting grant-making agencies across the Federal government. The position is client-facing, and the primary focus is on supporting the requirements of grants process pre-award activities and peer review outcomes. The Grant Operations Lead will be responsible for deliverables through all phases, including concept, development, implementation, and closeout. They will collaborate with internal and external stakeholders while overseeing the work breakdown structure, critical path and change control activities of the grant review process. The Grant Operations Lead, leads day-to-day functions revolve around leading a team to manage resource allocations, schedules, and deliverables.

**This position does not include the management of writing or reviewing grant applications.**

## Primary Duties and Responsibilities:

- Direct and support grant application reviews for various clients in the Federal workspace. Manage grant review teams/ projects.
- May serve as the primary point of contact for designated projects, creating and managing short and long term project plans.
- Oversee all material components of grant review management, which involve monitoring workflow, delegating assignments to assigned staff and training staff on contract-specific tasks.
- Organize and manage recruitment of peer reviewers, negotiate contracts with hotels and other vendors, review and approve payments and reimbursement requests for reviewers and vendors.
- Develop team task lists and budget hours using project management software.
- Provide quality assurance for all aspects of the operations processes.
- Manage the development of grant review databases, websites, and quality assurance procedures and documentation.
- Focus on using technical systems integration and data management to streamline the processes, and ensure client awareness through reporting.
- Analyze grants management related systems to help define project scopes and user requirements.
- Perform pre-release application testing, ensuring compliance with requirements.
- Perform formal and informal training sessions with current and potential clients when

needed.

- Provide both reviewer and clients with help desk type support.
- Assist in supporting the organization hosted grants management software by supplying cross training and functional documentation.
- Develop and produce weekly, monthly and final reports.
- Manage resources to meet project budget.
- Develop narratives and budgets for proposals
- Collaborate and communicate with project stakeholders.
- May be required to work flexible hours and weekends as apply.

### **Supervisory Responsibilities:**

Select and train all team members including Administrative Coordinators, project support personnel, and other staff based on project need. Potential supervision of temporary employees, including recruitment, onsite support and training.

### **Education, Skills, and Experience:**

- Bachelor's degree in Business Administration, Communications, Government or a related discipline
- Minimum 10 years demonstrated experience in project management/grants management
- Knowledge of the federal grant review process, and federal grants management systems
- Experienced Conference Planner/Management
- Excellent oral & written communication skills
- Outstanding customer service skills
- High proficiency with Microsoft Excel
- Microsoft Office Suite (Access, Excel, Word, PowerPoint, MS Project, MS SharePoint)
- PMP certification preferred

**Status/Salary Range:** Full Time 60k-73k

### **What We Offer**

- A fun, dynamic working environment with an energetic and diverse team · An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience
- Medical, Dental and Vision coverage
- Short & Long Term Disability in addition to Life Insurance ( company sponsored) · 401k Retirement Savings Plan through ADP (After 3 months of employment) · Paid Time Off (PTO)- Full Time Accrual

### **EEO**

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

## How to Apply

How To Apply Interested candidates should submit a resume, references, and cover letter addressed HR@luxcg.com. The cover letter should include the name of the position and start date availability. Please note: Resumes submitted without a cover letter will not be considered.