VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Over the past 20+ years, we've funded and trained over 2,000 teams of science and technology inventors and innovators, and nurtured thousands of their startups reaching millions of people in over 50 countries with groundbreaking technological advancements in fields such as biomedicine and healthcare, sustainable energy and materials, and solutions for low-resource settings.

Grants Administrator - Part Time (approx 20 hours/week)

Works with the Grants Manager, Program Officers and others to support the intake, review, processing and administration of all grants and competition applications from students, faculty and innovators.

Responsibilities:

- Communicates (by phone and email) with prospective applicants, existing grantees (college students, faculty and staff) and program participants.
- Responds to grants program inquiries and provides technical assistance regarding the application submission process. Troubleshoots problems related to VentureWell's grant application technology.
- Assists with tasks associated with the intake, processing, and review of proposals, as well as other grants-related activities.
- Maintains and updates database, including: updating contact, organization and grant records; recording program meeting notes, next steps and outcomes; documenting grantee communications;
- Provides ongoing administrative assistance to active grantees.
- Drafts and prepares formal correspondence between VentureWell and grantees, applicants, consultants and others, including notifications, award agreements, agreement revisions, and contracts.
- Creates mail merges and mass mailings (both via USPS and email).

- Works collaboratively with staff from programs, events, marketing and finance departments to communicate funding decisions and other information required to administer the grant and related programming if applicable.
- Sets up and manages videoconferences, webinars and meetings to support program activities; troubleshoots related technology as needed.
- Performs administrative tasks related to VentureWell's membership program, including responding to inquiries and troubleshooting problems.
- Assists with other administrative functions as needed.

Requirements:

- 2+ years administrative/operations experience including experience with Salesforce or similar CRM
- Project management skills and ability to meet deadlines
- Outstanding written and oral communication skills with an ability to articulate and synthesize information in a compelling and organized manner; effective presentation skills
- Ability to succeed and thrive in an environment with competing and changing priorities and tight deadlines
- Track record of and ability to build solid, collaborative working relationships; strong team player who enjoys "customer service"
- Self-starter with strong attention to detail and a commitment to delivering high-quality work
- Highly adaptable and comfortable working with a degree of ambiguity
- Highly proficient in Microsoft Word and Excel
- Ability to understand and apply appropriate tools and technologies used in the workplace; ease with adapting new technologies as needed.
- High degree of digital fluency using cloud-based office tools such as GSuite, CRMs, team collaboration tools, and other web-based applications; ability to incorporate these tools into day to day work
- Knowledge of grants administration and/or technology entrepreneurship not required but a plus

Candidates for this position must not require sponsorship for U.S. Work Authorization

For more information about VentureWell, including our benefits, click here

To apply, please send a cover letter, and your resume to jobs@venturewell.org