



Part-time Grants Assistant

Position Overview:

With support from The Lemelson Foundation, the NCIIA awards approximately 2 million dollars in grants annually to U.S. colleges and universities in support of technology innovation and entrepreneurship with a positive social impact. The Grants Assistant provides administrative support to NCIIA's grants team to ensure the smooth and efficient processing of grants and competitions, production of materials and reports, event planning and logistics, and customer service to our constituents. This is a part-time, 20 hours/week position. .

Duties and Responsibilities:

- Assist with the processing of submitted grants and competition proposals, including (but not limited to): copying and shipping proposals to reviewers; maintaining grants files; tracking; and mailing notification letters to applicants.
- Support efforts related to grants, competitions, and awards activities, including data cleanup and list preparation for mailings.
- Assist with prompting grantees for required reports during the grant period and track submitted and past-due reports.
- Regularly perform mail merges and create/maintain spreadsheets.
- Draft correspondence letters for grant/competition applicants and existing grantees.
- Assist with the maintenance of NCIIA's grants and competition web pages, including content and podcast updates and development.
- Provide event planning and logistical support as needed.
- Provide general office support, including answering phones and fielding grants-related inquiries.
- Other projects as assigned.

Qualifications/Experience:

This position requires a highly organized, detail-oriented individual who is highly proficient in Microsoft Office applications (experience with Mac OS X applications preferred), has experience and comfort with multi-tasking, and has strong writing and editing skills. Enthusiasm for NCIIA's mission, previous administrative experience in an office setting, and a bachelor's degree required.