
Grants Officer Resume

Job Objective

Seeking a Grants Officer position within a highly established organization in which my skills can be enhanced to benefit the organization.

Highlights of Qualifications:

- Vast experience in private grants and contracts management
 - Broad knowledge of policies and techniques used in preparation and coordination of grant
 - Solid understanding of grants management and administration
 - Excellent communication and interpersonal skills
 - Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
 - Ability to supervise the work of others
 - Ability to prepare and deliver informational lectures on subject matter
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Professional Experience:

Grants Officer, August 2005 – Present
Children's Hospital Boston, New York, NY

- Managed and performed the process of reviewing proposals to external funding sources.
- Served as institutional business liaison to sponsoring agencies.
- Facilitated compliance related to proposal and awards.
- Negotiated terms and conditions of grant awards with sponsors.
- Provided guidance to department and college support staff and faculty members.
- Provided information regarding external funding opportunities, advised faculty regarding grant.

Grants Officer, May 2000 – July 2005
IntraHealth International, New York, NY

- Identified funding sources and analyzed the specific research areas and interests of faculty members.
 - Assisted faculty and staff in proposal development and preparation by interpreting agency philosophy, policies, regulations and guidelines.
 - Supervised team of research administrators and provided oversight and training.
 - Served as the primary resource for instruction and clarification for team members.
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Education:

Bachelor's Degree in Finance, Bethany College, Bethany, WV

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