



NSF Engines:
**Central Florida
Semiconductor
Innovation Engine**



AWARDED IN PARTERSHIP WITH



JOB TITLE: NSF Engines Grant Administration Manager

Location: Kissimmee, Florida

Citizenship Required: U.S. Citizen

Telecommute: Hybrid – Teleworking and in-office work for this position

Travel Required: Yes, approximately 10% of the time

Position Summary: The National Science Foundation (NSF) Engines: Central Florida Semiconductor Innovation Engine, managed by BRIDG, is seeking a Grant Administration Manager responsible for coordinating the administrative management, compliance, and reporting for the NSF Engines: Central Florida Semiconductor Innovation Engine. The Grant Administration Manager will ensure that NSF Engines: Central Florida Semiconductor Innovation Engine documents, procedures, implementation, and reporting are executed professionally, efficiently, on-schedule, and in a manner consistent with industry best practices, federal regulations, and agency requirements. This position will also coordinate the grant administration tasks around an 8-organization partnership and ensure compliance with sub-recipients on the grant, including providing desktop monitoring and training as needed.

About NeoCity and the Engines Program:

NeoCity is a unique 500-acre technology campus owned by Osceola County, Florida and centered around the semiconductor advanced packaging industry. The National Science Foundation (NSF) Regional Innovation Engines program is a flagship program designed to catalyze and foster innovation ecosystems across the U.S. The program aims to advanced critical technologies, address pressing national and societal challenges, cultivate partnership across industry, academia, government, nonprofits, civil society, and communities of practice, promote and stimulate economic growth and job creation, and spur regional innovation and talent.

Key Job Responsibilities:

- Provide administration for the grant implementation including creating and implementing processes for monitoring and reporting grant activities and ensuring compliance with the grant proposal, grant award terms and condition, Federal regulations, and Agency requirements.
- Work with the internal team to ensure compliance in grant administration with policies and practice.
- Provide regular and as-needed training on grant administration for the project.
- Provide technical assistance and regular communication to internal and partner stakeholders regarding compliance, reporting, data collection, and tracking.
- Provide support for the Finance and Accounting team, as needed.
- Oversee and manage the terms and conditions of the grant award agreement and support the downflow of the terms and conditions to subrecipients.
- Coordinate and collaborate with External Evaluator for monitoring and reporting the outcomes of grant activities.

Qualifications:Education:

Minimum: Bachelor's degree in a relevant field

Preferred: Advanced degree in a related field

Experience:

- Minimum: 2 years of applicable grant administration experience or similar compliance role
- Preferred: Experience with multi-organization/consortium efforts
- Preferred: Experience with federal government compliance, especially the National Science Foundation (NSF)
- Preferred: Experience with bookkeeping and/or QuickBooks

Knowledge, Skills, Abilities:

- Excellent interpersonal skills with ability to manage a project team daily and communicate effectively with leadership regarding status and escalations.
- Ability to effectively plan, define, establish, communicate, monitor, and control scope to ensure that all the work required is performed.
- Ability to resolve disputes and negotiate with a positive outcome while maintaining a good relationship with partners and funding agency and within the organization.
- Critical thinking and logical reasoning skills with the ability to solve issues and predict potential programmatic and technical risks.
- Impeccable ethics in business conduct; ability to lead by example and foster ethical behavior at all times.

Physical Requirements: Tasks involve light physical effort (i.e. standing, walking, frequent light lifting of less than 10 pounds); and minimal dexterity in the use of fingers and limbs in the operating of office equipment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

Key Deliverables: The NSF Engine award is an initial two-year award with the potential for an additional eight years (10 years total). In order to continue the Engine after the initial two years, the program is expected to provide deliverables as described in the Proposal/Statement of Work and Terms and Conditions of the grant award.

Pay: Anticipated salary range for this exempt position is \$80,000 - \$90,000.

Apply: If interested, please send resumes and cover letters to info@gobridg.com. All qualified applicants will receive consideration for employment without regard to race, color, religion, religious creed, sex, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, military and veteran status, marital status, pregnancy, gender expression, gender identity, sexual orientation, or any other characteristic protected by local law, regulation, or ordinance.