

REMOTE
POSITION



We're hiring! Apply for the **Scientific Grants Administrator (LI)** position with Lighthouse Institute | Chestnut Health Systems. This position is full-time with benefits and will be conducted remotely.

RESPONSIBILITIES

As a Scientific Grants Administrator, you will: supervise assigned staff supporting institute projects; ensure compliance with federal funding guidelines; stay updated on NIH and other scientific grants management policies; provide guidance to senior staff regarding changes; draft, manage, and submit content for scientific grant applications and related documents; communicate with federal grants management officers; collaborate with investigative teams for budget and data projections across grants; and manage contracts.

QUALIFICATIONS

This position requires a bachelor's degree with a minimum of 10 years of experience or a master's degree or higher with a minimum of 5 years of experience, encompassing administrative responsibilities and exceptional organizational skills. The role necessitates experience in submitting scientific grants to federal entities, oversight of contracts, familiarity with federal grant applications and management across various entities, and expertise in human subject protections and IRB policies.

Learn more and apply here: <https://careers-chestnut.icims.com/jobs/4112/scientific-grants-administrator-%28li%29/job>

BENEFITS

See overview of benefits here: <https://careers-chestnut.icims.com/jobs>

The Lighthouse Institute (LI) is strongly committed to eliminating the disproportionate harms inflicted upon marginalized individuals, including women, people of color, and members of the LGBTQI+ community. To truly achieve our mission, we firmly believe that diverse perspectives must be represented in all aspects of our work. Our team also values experiential expertise that comes from lived experience in recovery and from legal system involvement. Therefore, we encourage applicants from underrepresented communities and applicants with lived experience to apply for this position.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Note: A criminal background check will be completed for finalists for this position. Prior criminal conviction(s) may not disqualify an applicant from this position. We value having a variety of perspectives within our team. We encourage individuals who may have nontraditional experiences to apply.