



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Business & Grants Manager Position Description

Background

The American Immunization Registry Association (AIRA) is a 501(c)(3) nonprofit membership organization that promotes the development and implementation of immunization information systems (IIS) as an important tool in preventing and controlling vaccine-preventable diseases. The organization provides a forum through which IIS programs, partners, and stakeholders combine efforts, share knowledge, and promote activities to advance IIS and immunization programs. A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing, education, and training.

AIRA is looking for a team player who will demonstrate drive and initiative. The successful candidate will possess a positive, optimistic, can-do attitude and have demonstrated problem-solving skills, a strong work ethic, and the ability to work independently in a fast-paced environment.

Position Summary

The Business and Grants Manager is responsible for the coordination and completion of assigned projects under the direction and guidance of the Director of Business & Operations. This position will be responsible for contract management and oversight, regular reporting for cooperative agreements, and ensuring that continuing grant applications are in good standing. The position will research and write for new grants, assist in developing business policies and procedures, oversee AIRA's contracts, and support the day-to-day operations of the organization.

Job Responsibilities

Duties include, but are not limited to the following:

- Research and write applications for ongoing and new grant opportunities.
- Develop work plans and budgets for awarded projects.
- Report quarterly on the progress of all workplan activities in AIRA's cooperative agreements.
- Report annually on AIRA's status against target metrics described in continuing cooperative agreements.
- Draft and implement new contracts, amendments, renewals, and terminations. Manage them for consistency of terms, track related invoices, and coordinate the





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onboarding of new contractors.

- Research, develop, draft, implement and revise business policies, procedures, methods, and guidelines. Evaluate and evolve current operational procedures and provide strategic recommendations for improvements as needed.
- Assist in AIRA's business operations including human resources management, vendor management, and financial operations, such as budget preparation, purchasing, payroll processing, processing accounts receivable and payable processing, credit card management, and monthly reconciliation.
- Oversee special projects and other duties as assigned.

Knowledge & Skills

The successful candidate will have:

- Knowledge and expertise in area of immunizations and IIS preferred.
- Experience managing or overseeing federal grants and/or cooperative agreements.
- Office management experience.

Experience & Qualifications

- Bachelor's degree in a relevant field.
- At least three years of experience performing relevant duties, preferably in a nonprofit or governmental health agency.

Ability to:

- Track an extraordinary number of details and complete related tasks meticulously and in a timely manner
- Convey written ideas and arguments coherently and convincingly
- Support efficient and timely completion of projects and activities.
- Change direction and re-prioritize in response to evolving situations.
- Prioritize conflicting needs, handle tasks and requests expeditiously and proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Critically analyze a problem, recommend and develop solutions.
- Think through details and tactics without losing sight of overall strategic goals.
- Demonstrate success coordinating across groups of people.





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- Emulate the style, philosophy, and persona of the organization with a positive and professional approach.
- Maintain sensitive data in a confidential manner
- Understand and resolve complex issues, complaints, or problems
- Demonstrate strong interpersonal skills such as diplomacy, patience and politeness
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little or no supervision.
- Work in a remote/virtual office environment.
- Travel (approximately 1-2 times a quarter in normal circumstances).
- Pass a background and reference check.

Possess:

- A passion for public health and the immunization field.
- A solid track record of meeting deadlines and being responsive.
- High-level writing, editing, and communications skills, including the ability to communicate with technical experts, health professionals and lay public in both verbal and written communications, reports, articles, and other documents.
- Outstanding time management skills.
- Epic organizational skills.
- An enthusiastic desire to connect with and help people.
- Attention to detail, a positive, optimistic, can-do attitude, excellent problem-solving skills and a strong work ethic.
- A strong initiative and willingness to pitch in as needed on both small and large tasks.
- Computer proficiency (e.g., typing, emailing, web browsing, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft OneNote).
- Initiative to conceive and implement new ideas to improve the success of the organization.
- A valid driver's license and car (including insurance)

Other Relevant Information

- This position is full-time with benefits.



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- Headquarters are in Washington, DC, but this position will work remotely (telecommute).

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA job application
2. Cover letter
3. Resume
4. Writing sample – one page maximum; email correspondence is acceptable

All components of the application listed above must be compiled into a single electronic document and submitted in PDF form. Title application as follows: Business & Grants Manager – [applicant's last name] December 2020. Only electronic applications will be accepted for this position. Send complete application package to admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered.

Submission Deadline

The deadline for the submission of applications is Friday, December 11, 2020. Consideration of applicants will begin immediately upon receipt of application.

