



Position: Program/Management Analyst

Location: Rockville, MD

Compensation range: Annual salary depending on education and experience

Hours: Monday-Friday, normal business hours

Benefits: Paid time off, holidays, subsidized healthcare premiums if needed, short-term disability, long-term disability, life insurance, 401K company match and profit-sharing plan.

RLA is a boutique firm established in 2003 specializing in research, writing, committee and project management, meeting planning, and scientific review and planning services. A woman- and minority-owned company, RLA received its 8(a) certification from the U.S. Small Business Administration (SBA) in October 2015 and will graduate from the program in 2024. With the SBA certification, RLA is growing in size, core competencies, and employee benefits. In 2016, RLA was named a Top 100 Minority Business Enterprise in the mid-Atlantic region (Maryland, Virginia, and the District of Columbia).

### **Job Summary**

RLA is recruiting for a **Program/Management Analyst** working on a contract for the National Institutes of Health (NIH) in the Office of the Director, Office of Strategic Coordination (OSC). The primary responsibility of the position is to provide administrative and operational expertise and leadership to scientific and administrative groups. The ideal candidate will be an enterprising and self-directed individual with analytical, organizational, time management, and communication skills.

### **Examples of Work Performed**

- Provide technical assistance on Common Fund timelines, processes, and approvals.
- Assist with operational or project management issues related to Common Fund programs.
- Manage official requests between office leadership and Working Group leadership in areas of budget approval, budget requests, annual progress reports, grant budget issues, and new funding opportunity announcements (FOAs).
- Monitor program budgets and manage requests.
- Prepare and distribute quarterly budget updates to Working Groups.
- Track grant awards and work with Grants Management Officer to troubleshoot any issues related to issuance of grant awards.
- Assist Grants Management Office in analyzing and communicating pay plans to Working Groups.
- Update and maintain budget and grants in tracking systems.
- Manage the SharePoint sites for the Working Groups.

Please note this job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Minimum Qualifications**

- Master's degree in business administration, systems engineering, organizational science, or related field, OR 2 years of specialized experience (e.g., accounting) plus a BA/BS degree.

**Preferred Qualifications**

- 2 or more years' experience in federal budget management.
- Familiarity with NIH grants management.
- Experience working in a scientific organization.

**Knowledge, Skills, and Abilities**

- Analytical, organizational, and time management skills.
- Strong oral and written communication skills.
- Self-starter; able to learn quickly in high productivity environment.
- Expertise with Microsoft Office Suite (MS Word, Excel, Access, PowerPoint).

**To Apply**

Please send cover letter, resume, and names and contact information of at least three professional references to: [careers@roseliassociates.com](mailto:careers@roseliassociates.com).

**Closing Date**

Open until position filled.

For information on RLA, visit our website at <http://roseliassociates.com/>

*RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*