



Please send your resume to: careers@nthcycle.com

Grant Manager – Government Relations

WHO WE ARE.

The demand for critical minerals to power the energy transition is growing exponentially. Yet, we know mining deeper and broader, and building landfills higher and wider, works against our fight to save the planet. At Nth Cycle, we see the path forward. We believe all the critical minerals needed for the energy transition are already in circulation today. We just didn't have a clean, profitable way of retrieving them, until now.

Nth Cycle is a metal processing technology company. Our electro-extraction technology helps recyclers and miners capture more critical minerals—for use in lithium-ion battery manufacturing, among other things—while dramatically reducing costs and emissions. We are the heart of metals processing; we are the crucial step that profitably separates critical minerals from other elements, transforming them into production-grade feedstocks for the energy transition.

OUR CULTURE.

You won't find another team like ours. We believe in open, honest communication, and enjoying our work while changing the world. We work quickly but with intention—we've scaled our technology in size 100x in the past year. We're mission-oriented and think big—we're focused on reducing *gigatons* CO2 emissions from the atmosphere by 2050. And we value the perspectives and opinions of our colleagues while pushing each other to excel.

We're a dynamic team looking for a new team member who's also passionate about addressing climate change and advancing the clean energy industry. Consistent with our commitment to diversity & inclusion, we value colleagues with the ability to work on diverse teams and with a diverse range of people.

If this is you, keep reading....

WHAT WE NEED.

Nth Cycle is seeking a Grant Manager to continue to identify and secure Government funding opportunities for the Nth Cycle as we continue to scale. You will serve in a key position and as an integral part of the company's growth as we continue to commercialize. The successful candidate will



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have extensive demonstrated experience in the grant management arena and the ability to manage strategic business objectives in a fast-paced technical environment.

WHAT YOU WILL DO.

Proposal Development/Grants Administration (PRE-AWARD)

- Advise and assist Nth Cycle Principal Investigator (PI) and staff with the development, preparation, and submission of grant proposals. This includes budget development and/or preparation of all internal paperwork. Primarily responsible for the non-scientific administrative content (ensuring all content is complete, up to date and compliant with sponsor guidelines). Responsible for assembling the entire proposal package in accordance with agency guidelines for the final review and submission.
- Serve as the primary point of contact for all outgoing subaward proposals. Work with the subaward site's administrative offices to collect all necessary proposal documentation from the subaward site.
- Interact the behalf of principal investigators/Nth Cycle staff to provide clarification or amplifying information and to facilitate interpretations of guidelines.
- In collaboration with Nth Cycle staff/principal investigator, assist in the preparation and submission of progress reports and final reports to sponsors.
- Maintain documentation such as biographical sketches and Current & Pending support to ensure they are always up to date. Prepare and submit for grant modifications, pre-award requests and no-cost extensions.

In collaboration with Principal Investigator and other Nth Cycle staff, assist in the preparation and submission of any grant modification request to the sponsor.

Financial Administration (POST-AWARD)

- Provide monthly financial statements showing actual and encumbered expenses. Advise on financial progress and projections and generate plans for appropriate expenditures with regard to project relevance and fund availability. Advise on expenditure burn rate and funding decisions.
- Advise on guidelines and appropriateness of funding expenditures and compliance issues.
- Work with Nth Cycle lab/staff to appropriately allocate expenditures for reimbursements and other financial transactions related to sponsored awards.
- Coordinate with the Payroll Coordinator all payroll actions required to ensure continuity of proper salary payments on sponsored awards.



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- Review and approve all financial transactions, such as purchase orders, travel transactions, etc.
- Facilitates the effort certification process and advises the PI on related policies.
- Liaison with staff for subaward invoices, cost-transfer approvals, and final balances.
- In collaboration with Principal Investigators and other Nth Cycle staff, assist in preparation and submission of close-out reports.

QUALIFICATIONS:

Bachelor's degree 6-10 yrs. work experience with administration, grant writing and fundraising

- 5+ years' experience in grant writing or grant management
- Strong attention to detail, excellent organizational skills
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to appropriate audiences.
- Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in an effective and efficient manner and prioritize accordingly.
- Extensive experience working with national/governmental funders.
- Ability to work under pressure and respond to deadlines without sacrificing quality.
- Demonstrated interest in Nth mission, vision, and values.
- ***Experience with Government portals; Grants.gov, eBrap or eere-exchange.***

CLOSING STATEMENT.

Consistent with our commitment to diversity & inclusion, we value people with the ability to work on diverse teams and with a diverse range of people. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people, veterans, and people with disabilities.

We know the right candidate might not check every box in this job description. You could also have important skills we haven't thought of. If you think you're a great candidate for this role, apply and tell us why. To apply, send us a resume and a few sentences about why you are interested in this position and what you bring to the table. We're looking forward to hearing from you.