FLORIDA MEMORIAL UNIVERSITY

JOB DESCRIPTION
Director of the Office of Grants and Sponsored Research/
Title III Coordinator

REPORTING TO: Vice President of University Advancement

Purpose of the Job:
The Director of Grants and Sponsored Research/Title III Coordinator provides leadership for the University in grants and sponsored programs and is responsible for guiding the process of developing and managing grants, contracts and agreements, developing strategies to enhance sponsored research programs, and creating networks for collaborative efforts in research.

Major Responsibilities:
The Director assumes final accountability for ensuring that not only all contractual agreements meet the needs of the Principal Investigators, but also protect the interests of the University, and consistent with institutional policy. The primary duties may include, but are not limited to the following:

Grants and Sponsored Research

- To identify external grant funding or research opportunities for proposal writing and grant development by faculty and staff. To disseminate to faculty and staff, on a quarterly basis, grant and research funding opportunities.

- To provide a major annual workshop for faculty and staff designed to encourage grant proposal writing and to provide proposal writing, grant development and submission assistance, as needed.

- To develop an ongoing List of Proposals Submitted and Grants Awarded, to be presented to the Vice President of University Advancement upon request.

- To coordinate the submission of required grant reports to federal and other external funding agencies (including quarterly, annual and close-out reports).
**Title III Coordinator**

To coordinate, in collaboration with individual activity directors, the expenditure of funds and the implementation/administration of the Title III HBCU Program’s Comprehensive Development Plan (CDP) and annual *Plan of Operation* (comprised of 12 discrete individual activities).

- Develop and write, with input from colleagues, the university’s Title III proposal for annual submission to the U.S. Department of Education.
- Write interim and annual reports required for the Title III Program.
- Serve as liaison between Florida Memorial University and the U.S. Department of Education’s Institutional Development and Undergraduate Education Service (IDUES office).
- Insure that the Title III HBCU Program’s annual *Plan of Operation* and implementation processes are consistent with institution’s policies and procedures and its *Strategic Plan*.
- Establish effective lines of communication to insure that project operations are consistent with the major intents and purposes of the Title III HBCU program.
- Approve all grant expenditures and maintain adequate authorization and reports for such expenditures.
- Approve and monitor time and effort of key personnel; maintain time and effort reports.
- Monitor and control expenditure of Federal funds to insure allowable and accountability as well as progress.
- Maintain a cooperative working relationship with the Business Office to insure an efficient system of fiscal control and expenditure reporting for each individual activity.
- Report on the progress of the HBCU program annually through the Annual Performance Report (APR) system.
- Maintain an equipment inventory. Differentiate between “equipment” and “supplies.”
- Attend all scheduled Coordinator/Project Director meetings.
- Monitor implementation and completion of individual activity objectives and arrange for project evaluations leading to a formal external *Program Evaluation Report*. 
Education and Experience:

- At least a minimum of Bachelor’s Degree required, but Master’s degree preferred.
- 3-5 years’ experience working in an office of sponsored research at an institution of higher education with exposure to a research environment in a university context.
- Demonstrate experience interacting with faculty, students and staff, and program officers at State and Federal agencies and serving as liaison between faculties and funding agencies.
- Extensive experience with research grants, research career programs, instructional projects, public service project, minority and disadvantaged programs, economic development projects, partnership and cooperative agreement projects, including educational and health professions grants.

Application Instructions:

To Apply for this position, email a cover letter/letter of interest and resume (in MS Word or PDF format) along with salary range/expectations to: jobs@fmuniv.edu or mail to: Florida Memorial University, Human Resource Management, 15800 NW 42nd Avenue, Miami Gardens, FL 33054. The application deadline is UNTIL POSITION IS FILLED.

*Florida Memorial University is an Equal Opportunity/Affirmative Action Employer*