



## **Director of Sponsored Programs**

**Reporting to:** Associate Provost for Academic Affairs

### **Job Summary:**

The Director for Grants and Sponsored Research will report directly to the Associate Provost of Academic Affairs.

The incumbent is responsible for leadership in all areas of the University in the pursuit of expanded funding of external grants, contracts, appropriations and awards to the University.

### **Required Qualifications:**

Master's degree in business administration, public policy, or related field  
3-5 years of successful directing of a Title III grant or a comparable large, federal grant  
Excellent written and oral communication skills employing Standard English.  
Writing samples may be requested  
Good interpersonal and organizational skills  
Good problem-solving skills

### **Preferred/Desirable Qualifications:**

Experience writing grant proposals that have been funded and coordination of sponsored or federal programs at post-secondary institutions.

### **Description of Job Task/Responsibility:**

*The following list provides examples of the most typical duties for Director for Sponsored Programs.*

- Direct and advance the University's efforts to obtain federal, state, local government and private sector funding through appropriations, grants, contracts and awards for research (faculty, graduate, and undergraduate), curriculum enhancement and development, community services and new program development for contemporary issues.
- Provide leadership in supporting institutional efforts to secure external funding by: a) advising faculty and staff regarding their proposal development strategies; b) training and mentoring faculty in grantsmanship and in locating funding opportunities; c) leading project planning and proposal development for projects benefiting the institution at large.
- Develop a comprehensive and diverse network of contacts with funding agencies and collaborative organizations designed to increase grant appropriation participation.
- Manage and coordinate all programmatic and fiscal responsibilities with consultants contracted for external funding applications.
- Assist and support the grant-seeking efforts of faculty, administrative/professional staff and other collaborative groups of academic departments, education and community leaders.
- Prepare, coordinate and submit grants in a timely and compliant manner.
- Build interdisciplinary collaborations and planning teams for proposal development for the University and surrounding communities.

- Review, edit and approve all grant proposals/applications for submission. Ensure that all submissions forwarded from the University are clear, conform to funding program priorities and are compliant with philanthropic organizations, government, agency and University policy.
- Manage internal administrative review of grant proposals prior to submission to the Associate Provost for signature before external submission.
- Negotiate contract and grant awards with sponsoring agencies. Serve as institutional liaison to sponsoring agencies for funded projects, including negotiation of budgetary and contract revision.
- Negotiate cost disallowances and other contractual issues with sponsoring agencies as needed, in consultation with the Associate Provost and the Vice President for Finance and Administration.
- Coordinate with the Associate Provost and the Vice President for Finance and Administration to insure the full execution of all contracts in a timely manner. Provide oversight to the principal investigator's responsibility of recordkeeping, reporting and approval procedures for funded projects to assure compliance with terms and conditions of grant and contract awards.
- Work with the Grant's Accountant to ensure grant fund expenditures are made in compliance with sponsoring agency regulations and contract agreements. Review, as directed, all grant fund expenditures for programmatic compliance with sponsoring agency regulations and contract agreements. Work with the Grant's Accountant to ensure grant fund expenditures are made in compliance with sponsoring agency regulations and contract agreements.
- Work with the Grant's Accountant to ensure grant fund expenditures are made in compliance with sponsoring agency regulations and contract agreements.
- Monitor implementation of funded projects to assure compliance with terms of grant and contract awards.
- Ensure that required reports are submitted appropriately and on time. Assist faculty with project closeout and final reporting.
- Manage University funds allocated for cost-sharing on sponsored agreements.
- Advocate for funded projects and research contracts to assure programmatic success by: a) securing University cost-sharing, facilities and other necessary institutional support; b) fostering assimilation with other programs (both internally and externally funded) with similar objectives and goals.
- Support multi-disciplinary faculty research interest groups to facilitate collaborations that will result in externally-supported projects.
- Supervise the day-to-day operations of the Office of Grants and Sponsored Research and support staff.
- Assume a key role in new program funding and development. Represent the University as requested by the Associate Provost, both internally and externally.
- Compose and revise policies, procedures, guidelines and other documents relative to procedures necessary for obtaining and maintaining external funding.
- Coordinate and provide annual reporting of objectives and the satisfaction of annual funding production standards categorically.
- Provide faculty and staff with information regarding funding opportunities.
- Develop and maintain an effective network of communication to disseminate information to all departments and faculty/administrative staff regarding funding opportunities, sponsors and deadlines.
- Research and recruit professional development and research opportunities for faculty.
- Act as an approval authority for departmental projects/activities that do not exceed a minimum total amount established by policy.
- Prepare, maintain and manage fiscal budgets for general office operation, consultants, research lobbyists, faculty development and as specified by the President or Provost.
- Perform other job-related duties as assigned.

## **Essential Functions:**

- Ability to think creatively to solve problems.
- Ability to maintain strict confidentiality of records and information.
- Vision and leadership to develop programs to support the mission of the University.
- Strong administrative, planning, organizational, communication (verbal and written) and interpersonal skills.
- Ability to write, edit and develop proposals.
- Ability to develop and interpret policies and guidelines.
- Ability to understand, plan and execute budgets and funding associated with grant, contract and appropriations activities.
- Strong analytical skills to review literature and make recommendations.
- Must have excellent negotiating skills.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively and accurately prepare financial reports, budget reports and other documents.

## **To Apply:**

Email cover letter of interest, resume and list of three references that includes names and contact information to: [jobs@fmuniv.edu](mailto:jobs@fmuniv.edu). Must reference **Director of Sponsored Programs** in the subject line of your email.

## **Supplemental Information:**

The employment process will consist of the completion of an application, background check, reference checks, and interview. Salary commensurate with experience and education.

**Review of application materials will begin immediately and will continue until the position is filled.**

***Florida Memorial University is an Equal Employment Opportunity Employer.***