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<b>Job Title</b>	Director of Research and Sponsored Programs
<b>PVN ID</b>	LE-2104-003955
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Office of Research and Sponsored Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$105,000.00 - \$107,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 21, 2022 (Or Until Filled)

## General Description

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Located in the Office of Research and Sponsored Programs area of the campus and reporting to the Provost and Senior Vice President of Academic Affairs and Student Success, and exercising considerable independent judgment, researches and disseminates information on government and private sector grants availability and guidelines for application. Establishes and maintains appropriate Federal, state and local governmental agency contacts and corporate contacts for sponsored programs. Develops policies governing funded research and institutional programs. Expert knowledge and understanding of not only the federal and foundation funding landscape but also substantial expertise in funding agency requirements as relates to proposal preparation and post-award management. Oversees general grants management activities of the college. May be responsible for, or coordinate with others in being responsible for, monitoring and insuring compliance with research regulations.

Plans, implements, and directs diverse short- and long-term strategies to support the submission of grant applications. Actively recruits college faculty and staff for participation in the grants process, consistent with the college mission, strategic plan, and strategic growth and investment plan. Trains grant applicants in proposal writing. Facilitates inter-disciplinary responses to specialized requests for proposals. Drafts proposals. Acts as liaison between the RF program and the sponsoring agency or corporation in completing the application process. Coordinates with other college and University offices concerned with similar matters and on project proposals involving more than one institution.

## Other Duties

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- Acts as the institutional authorized signatory for proposal submissions
- Negotiates terms, budgets, and budget revisions with funding agencies
- Establishes budget review processes and documents project progress review processes
- Reports regularly to college officials including the College President
- Acts as a resource and, at times, liaison between the program and the sponsoring agency, foundation, or

corporation throughout implementation and progress of the program

- Works closely with legal advisors, including the RF Central Office, on such issues and opportunities as technology transfer and intellectual property
- Tracks other government and institution-regulated matters such as human subject research protocols, laboratory animal protocols, bio-safety, and export control
- Serves on committees and convenes groups as needed
- Develops and implements procedures and formats for report generation
- Supervises the collection and analysis of statistical and other quantitative data; oversees the use of standard data collection and statistical techniques to produce comprehensive reports
- Provides professional and technical support to project staff in the collection and analysis of other research data and information important to the sponsored project
- Coordinates with the RF in assuring all mandated procedures and policies are followed
- Coordinates with the Field Services Officer of the RF to resolve various business and HR issues and to assist with staff training
- Recruits, hires, and directs the training of new office staff; oversees the supervision of staff; determines work plans, sets goals and objectives, and determines performance standards; evaluates employee performance against written standards; rewards and corrects performance as needed
- Participates in relevant professional development activities and personal development in the business field
- Performs other duties as assigned

## Qualifications

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- Expert knowledge of the field of grant proposal writing, sponsored programs, and research administration
- Expert knowledge of various government agencies, foundations, and corporate sponsored program requirements
- Expert knowledge of the research regulatory environment
- Ability to be an entrepreneur in developing new sources of sponsorship and grant funding
- Knowledge of key office technology and expert knowledge of software for tracking sponsored projects (ERA)
- Ability to work independently and to lead a team effectively
- Ability to relate college mission to funding goals
- Ability to set priorities and adjust strategies as needed
- Ability to work effectively with staff, faculty, administrators, and internal and external constituencies
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, faculty, college officials, RF administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others.
- Ability to resolve sponsor concerns, making timely and effective decisions
- Knowledgeable about policy review, data collection, statistical evaluation of data, and data-driven decision making
- Knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, biosafety, and export control
- Ability to manage full time and part time staff
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff when necessary

- Skilled in negotiating contracts and budgets

**Qualifications:**

- Bachelor's degree in a related field from an accredited institution, **and** no fewer than eight years (8) of related experience of which three years (3) will be responsible professional work involving sponsored programs, **OR**
- A Master's Degree in a related field from an accredited institution, **and** no fewer than five years (5) of related experience, of which three years (3) will be responsible professional work involving sponsored programs, **AND**
- Possession of the core competencies determined to be required at the time of hire, **AND**
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of hire

**NOTE:** this description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.