
Job Title	Director of Grants & Contracts
PVN ID	RF-1805-002515
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Grants & Contracts
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 30, 2018 (Or Until Filled)

General Description

This is a Senior Management position, reporting to the Chief Operating Officer, and exercising substantial independent judgment in the fulfillment of the duties and responsibilities assigned. The incumbent oversees the Department of Grants and Contracts Management, a major administrative, policy, and service unit of the Research Foundation. The incumbent is charged with a full range of managerial and supervisory responsibilities, including communicating to staff members the mission of the Foundation and the purpose, policies and processes of the work unit. In addition to directing the ongoing operations of the unit, the incumbent leads staff members in identifying and resolving special problems, providing exemplary customer service, creating new business initiatives, implementing special projects, developing new staff skills and realizing resource efficiencies. The incumbent models the highest standards of professional ethics and stays current in the field of grants and contract management. The incumbent supports the work of other RF units by communicating effectively with other leaders and staff, by allocating resources when possible to be of assistance to others, and by participating in team-based projects as needed.

Other Duties

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Evaluate, develop and create new electronic, productive systems and business processes for internal and external use.
- Directs and trains staff in the activities of the Grants and Contracts Management Department. In concert with the COO, establishes staff goals, sets priorities, and evaluates performance. Develops staff competence in new areas and acknowledges outstanding accomplishments.
- Assists staff, when needed, with complex or difficult issues and models good customer service techniques.
- Routinely informs COO of work progress; provides timely updates on all critical matters; identifies problems and proposes solutions.

- Coordinates responses of grants officers and other CUNY personnel in resolving and addressing issues and concerns raised by funding agencies and grantor audit representatives on matters relating to Research Foundation policies and procedures, awards and budgets, records access, account establishment, Payment and Payables, expenditure reports and Research Foundation awards and accounting systems.
- Solicits information from principal investigators in order to respond in a timely and accurate way to inquiries by vendors, funding agencies and grantor audit representatives and departments of the Foundation's Central Office; facilitates meetings or conferences between parties and follows up as needed; develops and implements new internal procedures and regulations.
- Interprets regulations and provides training to staff members, grants officers and principal investigators.
- Monitors status of accounts receivables with department Managers and Assistant Directors.
- Assumes a delegated role from G&C management staff when project administration teams experience absences owing to sick or annual leave and during peak periods.
- Coordinates with G&C management staff and HR all recruitment, hiring, evaluation and disciplining of office staff.
- Prepares special reports for COO, President and others as delegated by the President.
- Coordinates activities with controller and other fiscal personnel.
- Participates in relevant professional activities and personal development in this field.
- Other duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution required with a major in accounting; Master's degree or MBA preferred.
- Minimum six years related experience, of which three years are middle management or higher, specializing in grants accounting. Experience in a not-for-profit organization or public institution is desired. Familiarity with higher education environment a plus.
- Business acumen. Thorough knowledge of sponsor regulations, supervisory techniques, financial accounting systems and databases, and ability to work within a framework of policy and procedure.
- Results driven. Competency in making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks relevant to role. Ability to make public presentations and communicate effectively with diverse constituencies.
- Competency in utilizing technology for generating reports, analyzing and forecasting trends, researching problems and training and mentoring.
- Demonstrable success in initiating cooperative working relationships. Lead and develop staff towards meeting organization's vision, mission, and goals. Ability to manage human, financial and information resources strategically.
- Change agent with strong leadership skills and goals. Ability to envision and bring about strategic change to meet organizational goals.
- Superb communications ability in all directions. Effective at preventing or managing conflict.