



Job Posting

Job Title: Director, Office of Grants & Sponsored Programs

Job Class: Administrative

Department: Office of Grants & Sponsored Programs

Reports to: Executive Director, Development (IA)

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

BENEFITS at Otterbein include tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: The Director is the chief administrative officer for faculty research and resources in the Office of Grants and Sponsored Programs (OGSP). S/he provides leadership for the development and administration of externally funded grants and contracts and related research functions for faculty and university staff. S/he also serves as the university's research compliance officer.

The Director plans, develops, implements, and evaluates the sponsored research program. Supervises grants staff; disseminates information on external grants and awards, and advises faculty members in preparation and submission of external proposals. Responsible for all facets of the preparation, production and management of grant proposals to foundations, government agencies and corporations including prospect research, cultivation, proposal development, stewardship, contract administration, budget management, time and effort reporting, event planning, database management and institutional compliance; coordinates with faculty and administrators in the preparation and management of grant projects that are institutional, departmental, multidisciplinary and individual-based research by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Promotes Faculty Research, Scholarship, Creative Activity, and Other institutional Initiatives: Cultivates relationships with faculty, administrators, and other key campus stakeholders to stay informed of current programmatic activities, research scholarly and / creative interests, and upcoming initiatives. Helps principal investigators (PIs) connect their programs and interests to the university's mission and strategic priorities. Organizes formal and informal trainings and working sessions for faculty. Will prioritize activities and organize a project development timeline. As necessary, is the primary administrator to work with outside consultants hired by the university to secure or administer grants. Represents the university on community advisory boards and consortia. Maintains collaborative relationships with the community (businesses, public schools, foundations, and non-profit agencies).

Director Duties: Provides leadership for grants and sponsored research activity in the OGSP. Develops, implements, and evaluates OGSP's operational and long-range plans; formulates and administers their policies and procedures. Works closely with administrative offices, such as Academic Affairs, Business, Human Resources, Risk Management, Development/Alumni, and the President's Office as needed to ensure the effective and transparent administration of pre- and post-award activities. Assists with the identification and solicitation of corporate / foundation funding in partnership with the supervisor and broader development team. Provides leadership in developing a culture of grantsmanship and best practices.

Maintains working knowledge of, and ensures compliance with, all federal, state and foundation policies, procedures, and guidelines in the management of grant-funded projects.

Coordinates all pre- and post-award activities.

Prospect Research: Identifies, monitors, and matches relevant funding opportunities to university priorities, faculty/staff interests, and development initiatives. Executes strategies to pursue and secure new funding sources for the university and faculty, utilizing all available data sources, external liaisons, internal stakeholders, and professional contacts.

Pre-Award Functions:

a. Proposal Development: Develops grant proposals with and for Otterbein leadership for overall priorities and develops grant proposals for faculty and staff.

Assists PIs with interpretation and application of program solicitations and guidelines. Reviews proposal and application drafts, including project narratives and application materials to meet application deadlines. Edits proposal to comply with sponsor guidelines. Maintains institutional resource template materials. Assists with the development and review of supplementary application materials, including institutional documents reviewing Facilities and Personnel, Data Management Plan, and faculty information (i.e. Biographical Sketch).

b. Budget Development: Assists with budget development, including creation of appropriate subrecipient budgets and documents. Develops and reviews budgets and budget justifications for accuracy, consistency, thoroughness, and compliance with sponsor and university guidelines and regulations.

c. Proposal Routing and Approval: Ensures grant submissions are reviewed and approved by the appropriate senior staff to guarantee timely submission of proposals. Works with PIs to ensure accuracy and completeness of information for internal routing/approval.

d. Proposal Submission: Assists in grant application assembly. Enters/uploads proposal components into electronic research administration application platforms as needed.

Serves as the university's primary Authorized Organization Representative (AOR) and ensures SAM.gov is updated annually for the university.

Post-Award Administration: Works with the Business Office to provide post-award support to PIs, including effective and compliant administration of awards, reporting, closeout, and negotiations with sponsor. Reviews all reports prior to submission to the funding agency.

- a. **Award Setup:** Reviews, analyzes, and recommends necessary negotiation of award terms and conditions to the Director of Risk Management in keeping with university requirements, applicable sponsor guidelines, and federal/state laws and regulations. Processes award agreements, continuations, supplements, and amendments, and works with Risk Management to prepare, negotiate, and issue subcontracts and/or subawards. Oversees creation of chart of accounts for award's budget categories.
- b. **Monitoring:** Assists PIs to ensure projects comply with all appropriate university payroll, reimbursement, accounting, and personnel policies and practices. Advises faculty and staff regarding sponsor and university prior-approval requirements for changing aspects of the project. If required, assists PIs with extensions and budget revisions, stewards PIs through approval processes, and alerts funding agency regarding changes to budget or project.
- c. **Reporting:** Monitors report deadlines. Assists PIs with report generation and submission.
- d. **Cultivation/Stewardship:** Liaises with project and university staff on post-award administration activities (e.g., staff hires, budgets, subawards, subcontracts, etc.). Manages relationships with external sponsors and campus clients throughout award cycle. Serves as point of contact to sponsored programs officials at other institutions.

Data Collection and Reporting: Maintains spreadsheets of faculty grant opportunities, submissions, outcomes, and reports. Ensures grant files are complete and current for audit purposes. Oversees electronic funder searches, proposal and report submissions, and fund accounting system.

Research Compliance: Serves as the university's Research Compliance Officer; acts as liaison between university leadership and administrative units charged with research compliance. Works collaboratively to develop and implement policies and procedures relevant to effective sponsored project services and to ensure Otterbein's compliance with new/changing federal regulations, including the Uniform Guidance. Supports faculty to comply with university, funder, and federal compliance policies and procedures.

Administrative Duties: Evaluates program quality. Develops and implements policies and procedures, creates and modifies systems to enhance departments operations. Supervises staff, including hiring, training, and evaluation. Develops and administers the budget for sponsored programs. Serves as point-of-contact to maintain university registration with federal agencies and represents the university to various funding agencies.

Confidentiality: Safeguards confidentiality of departmental or office administration by exercising discretion in communicating information to faculty, students, and staff, and in handling departmental records, files, applications, proposal evaluations, and similar confidential materials.

SECONDARY FUNCTIONS

Serves as ex officio to the Faculty Scholar Development Committee and the Intellectual Property Committee. Participates in university's governance system.

Assists with additional projects as defined by the President and Vice Presidents including active participation in the Advancement program.

SUPERVISORY RESPONSIBILITIES: Development Associate for Grants & Sponsored Programs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The successful candidate will possess a Bachelor's degree (advanced degree preferred); 3+ years successful experience with corporate, foundation and government grant proposal development and management, and demonstrated success in research administration or equivalent experience; supervisory skills; an appreciation for the place of grants in a private, liberal arts-based, teaching-oriented university; must possess a proven track record of managing multiple projects in a fast-paced, dynamic environment; experience negotiating contracts and creating and managing databases.

PREFERRED QUALIFICATIONS

1. Advanced degree in the sciences, social sciences, humanities, or closely allied field.
2. Experience working in higher education, especially at a predominantly undergraduate institution or small liberal arts college.
3. Evidence of successful grant writing and development to federal agencies (e.g. NSF, NEA, DOE, etc.) in support of faculty research and/or institutional initiatives.
4. Evidence of successful grant writing and development with private or corporate foundations in support of higher education.
5. Advanced training or certification in research development or sponsored-research administration (e.g., RACC Certified Research Administrator Certification or other nationally recognized professional certification.)

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must possess excellent interpersonal and communication skills including competency in verbal and written English grammar.

MATHEMATICAL SKILLS: Must possess basic business math skills.

TECHNICAL SKILLS: Must possess budget preparation and management skills; computer proficiency in a Windows based environment (Word, Excel and Access preferred), Internet and on-line electronic resources; must be able to write successful grant proposals; must be able to plan and manage a variety of special events and projects successfully. Must demonstrate the technical skills for the submission process (experience uploading and submitting via NSF FastLane and grants.gov). This person typically serves as the Authorized Organizational Representative (AOR) on all submission sites for federal agencies (FastLane and Grants.gov being the two most common for Otterbein). The AOR will also track the application to ensure its proper submission by the agency deadline, and receipt by the agency.

REASONING ABILITY: Must possess the ability to work effectively with faculty, staff and external constituencies in a wide spectrum of academic disciplines and fields; must possess basic analytical and research skills utilized in determining appropriate grant opportunities; must be able to effectively multi-task.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be able to spend prolonged periods of time working on an office computer and on the telephone. To successfully perform the duties of the position involves frequently sitting, reaching, fingering, listening, speaking to one person or small groups; occasionally standing, walking, lifting to 20 pounds, bending, pulling, and speaking to large groups; works under constant deadlines and interruptions. This position may also require working evenings and weekends in addition to "normal" business hours. Occasional travel in and out of state may also be required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130