

Job Description

Position Title	Director of Sponsored Projects Administration		
Business Unit	Sponsored Projects Administration	Status:	Full-time Exempt (Salaried)
Reporting to	President	Salary Range:	TBD

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position	<p>The Sponsored Projects Administration Director is responsible for management of Federal, State, and Private sponsored projects within the organization. The Director will manage the grant pre-award and post-award. This includes identifying funding opportunities, collaborating alongside the advancement department for private funding opportunities, coordinating the submission of grant proposals, ensuring compliance with funding agencies' regulations, and providing guidance on budget development and financial management. The Director will work closely with faculty, staff, committees, and external partners to understand university needs and support the successful acquisition, implementation, and management of sponsored projects.</p>

Responsibilities

- Work closely with university administration for critical aspects of grant management, specifically with the VP for Finance (budgets/drawdowns) and VP for Academic Administration (Grant Activities/Faculty led Projects)
- Serves as the AOR (Authorized Organizational Representative) for the University.
- Serves as a liaison with external grant and advancement consultants.
- Responsible for reviewing budget justifications; providing input to faculty members on appropriateness of budgeted items.
- Works with University faculty in developing grant applications for institutional strategic priorities and to support scholarly activity.
- Prepares analyses and projections for all aspects of pre-award grant administration.
- Oversees reporting, regulatory, and fiduciary responsibilities associated with each funding agency.
- Manages and oversees pre- and post-award processes for sponsored projects, including initial exploration for potential grant opportunities; creation of timelines; identification of needs and resources; proposal preparation and submission; communication with sponsors; and coordination of award transfers, amendments and other contractual administration from funding agencies.
- Closes out awards and sub-awards.
- Works collaboratively with the business office to create and manage grant budgets.
- Collaborates with the advancement department on private grant funding opportunities, such as private foundations, to support fundraising for university initiatives.
- Hires, supervises, trains, and evaluates staff in the SPA office.
- Serves as Certifying Official/Authorized Representative, representing the University in negotiation of resulting grants, contracts, and agreements.
- Collaborates with outside agencies and organizations for grant development and implementation and networks with internal and external grant stakeholders, as well as other grant development professionals.
- Provides direction for interpretation of Uniform Guidance, OMB and Code of Federal Regulations for sponsored awards.
- Develops reports and responds to inquiries, trouble shoots and keeps records including data, analysis and compilation for sponsor guidelines, national surveys.
- Participates in various committees and provides advisory support to senior leadership on matters critical to sponsored projects administration.
- Interprets and applies University policies and procedures regarding sponsored projects.
- Identifies potential threats to sponsored projects administration and oversees compliance and regulatory frameworks, risk management related to sponsored projects.
- Stays current in relation to changing grant standards and proposal guidelines and communicates relevant information to stakeholders (PIs, Co-PIs, etc.)
- Develops procedures to encourage and assist grant proposal submission.
- Oversees SPA departmental budget.



Requirements	<p><u>Primary Requirements</u></p> <ul style="list-style-type: none">• Master's degree in a related field required.• Five years of middle/senior management experience in higher education with supervisory experience.• Knowledge of federal regulations and guidelines governing sponsored projects.• Experience with grant proposal development and submission processes.• Minimum three years' experience with sponsored project administration, including federal, state and other sponsored projects, is preferred. Preference given for additional years of experience.• Certifications: NCURA or equivalent Grant Management Certification preferred; expectation to identify and complete relevant certificates as needed. <p><u>Other Requirements</u></p> <ul style="list-style-type: none">- Strong organizational and project management skills- Excellent communication and interpersonal abilities- Ability to work effectively in a fast-paced and dynamic environment- Capable of producing high-quality, engaging proposals with clear and concise writing- Proficiency in financial management and budgeting- Attention to detail- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously- Demonstrate Integrity, reliability, and ethical behavior in all interactions- Provide excellent service and meeting needs of clients and stakeholders <p>Must have a strong commitment to Jesus Christ and the teachings and mission of the Seventh-day Adventist Church. Be a member of the Seventh-day Adventist Church.</p>
Work Conditions & Environment	<p>Job Conditions: Computer use, fast paced work, fluent in English.</p> <p>Occasional: Working on weekends and traveling.</p> <p>Environment: Frequent, Indoor Office Environment; Occasional, Outdoor events and activities, travel for training or conferences.</p> <p>Work Hours: Monday-Friday 40 Hours/week</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	