

DIRECTOR OF SPONSORED RESEARCH

Purchase College, State University of New York has an immediate opening for the Director of Sponsored Research. The Director of Sponsored Research is a key team member in the Office of Sponsored Funds, the Purchase College office of The Research Foundation for SUNY. This position reports directly to the Provost and will be responsible for overseeing all pre-award grant and contract activities that occur.

The successful candidate can expect to work in a highly collaborative environment, overseeing the development of a network of contract grant-writers; and coordinating closely with the Provost, the Director of Grants & Contracts Financial Administration, and the Vice President of Institutional Advancement as well as the Deans and Directors of Development for the School of Liberal Arts and Sciences and the School of the Arts.

While all grants and contracts received by Purchase College are awarded to The Research Foundation for SUNY for post-award administration, these processes occur locally and are not conducted in Albany. Pre-award and post-award functions at Purchase College work jointly to serve faculty during the application process along with being responsible for all financial and non-financial compliance issues.

The primary role of this position is to provide the strategic visioning and leadership necessary to foster a culture of research among faculty across the College. This is a broad mandate expected to be met by increasing the visibility, recognition and support for research, scholarly, and creative works by faculty and students. To accomplish these goals the candidate will be asked to work with faculty in the development of strategies for enhancing and diversifying the College's sponsored projects portfolio from federal and state funding agencies, and select corporate and foundation partners; and to track pipelines of prospects and proposals. Expected activities include identifying funding opportunities; matching funding programs to faculty interest; ensuring compliance; overseeing the review and institutional approval of applications; and submitting all grant and contract applications. The Director will also proactively assist faculty and staff with proposal preparation, budget development, reporting requirements and regulations compliance and serve as the major resource to faculty and staff on Federal and non-federal guidelines for grants and contracts and compliance with College and federal regulations in the pre-award phase.

Job Skills, Knowledge, and Abilities:

- Excellent track record of funded research and program applications;
- Expertise in electronic grant submission systems (grants.gov, FastLane, etc.)
- Ability to provide vision, shape policy, and oversee the accurate implementation of procedures in support of requests for external funding and administration of awards;
- Ability to work with faculty on a one-on-one and small group basis to match faculty research interests with external funding opportunities and assist with budget and proposal development.
- Proven grant prospecting skills, including knowledge of depositories of federal, state and private grant opportunities
- Track record of successful proposal submissions and building relationships with local, state and federal agencies (such as NSF, NIH, NEA, NEH, NYSED, DoE, and others) to identify and secure funding opportunities for faculty and students

- Supervisory experience / demonstrated management expertise to supervise a pool of contract grant writers

Minimum qualifications: Bachelor's degree and 5-7 years of experience in sponsored research administration at an institution of higher education or cultural organization. Candidate must also demonstrate collaborative skills in working with others; excellent interpersonal and communication skills; and thorough knowledge of all aspects of research administration including cost principles and uniform administrative requirements for grants and audits. Expertise with Microsoft Office, funding databases; budget development, planning and organizational skills

Preferred Qualifications: Graduate/Professional Degree; experience with the Research Foundation for SUNY systems; knowledge of Banner and Visual Compliance; Experience developing proposals across disciplines including the arts, humanities and the sciences. Candidates with experience in higher education, science-rich cultural institutions, museums, or similar institutions with interdisciplinary programming are encouraged to apply.

Founded on the principle that artists and scholars are indispensable to each other and to an enlightened society, Purchase College combines professional conservatory programs in the visual and performing arts and distinguished programs in the liberal arts and sciences. Located 25 miles north of Manhattan in Westchester County, the campus celebrates individuality, diversity, and creativity as we encourage students to "Think Wide Open". At Purchase College, the arts play a special role – liberal education infuses the arts and the arts infuse the campus. Likewise, the College is nationally recognized for its science education programs for underrepresented minority students; receiving the NSF Presidential Award for Excellence in Scientific Mentoring in STEM fields in 2011. Purchase College is part of the State University of New York system.

Items to be submitted:

- Coverletter that expresses your vision for what a community with a culture of research looks like.
- CV/Resume
- Names of 3 recommendations
- Copy of a recently-funded foundation grant proposal

Salary: \$85,000 - \$92,000

To apply, please visit the following website: <https://jobs.purchase.edu> and complete an online application first. Phone calls, hard copy, or e-mail submissions of application materials will NOT be accepted.

Purchase College, SUNY is an AA/EEO employer of individuals with disabilities as well as protected veterans.