



Executive Director, Contracts and Grants

Job Description

JOB INFORMATION

<i>Job Code:</i>	199091
<i>Job Title:</i>	Executive Director, Contracts and Grants
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Responsible for fostering research initiatives across the university. Manages and facilitates the administration of university research funding, ensuring grants and contracts are consistent with university standards for academic freedom, research ethics and fiscal responsibility. Manages offices of Department of Contract and Grants (DCG). Acts as a key advisor to senior leadership and advises department administrators, principal investigators, and staff. Develops and oversees office operations. Liaises between university research deans/directors and sponsors from government and private sectors to advance existing office into a superior research administration organization.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	in related field(s)
	X	Master's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	of experience in contracts and grants administration.
	X	12 years	of experience in contracts and grants administration.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience with budget development and proposal preparation.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Superior knowledge of university policies and procedures as well as grant funding processes, procedures and techniques.
X		Knowledge of applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines.
X		Demonstrated leadership, interpersonal, and organizational skills.
X		Advanced judgment, analytical, and decision-making skills.
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements, and to motivate others to action by articulating visions and strategies.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
	X	Superior knowledge of compliance regulations in all areas of research administration.
	X	Expert knowledge of current and emerging higher education issues, and relevant essential rules, policies, laws, and best practices.
	X	Ability to present ideas and solutions in non-technical, business-friendly terms and translate complex ethical, legal and compliance concepts.
	X	Demonstrated experience working with administrative, governance, budget, and HR policies and processes.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages and facilitates administration of university research funding initiatives. Manages DCG team. Pursues, negotiates, and administers sponsored programs. Oversees proposal preparation process and ensures grants and contracts are consistent with university standards for academic freedom, research ethics and fiscal responsibility. Oversees activities related to sponsored program administration (e.g., contract negotiation, pre- and post-award administration).				
Advises department administrators, principal investigators, and staff; interprets and explains agreement provisions and terms. Identifies contractual and policy issues, overseeing due diligence on compliance requirements and possible conflicts of interest. Provides follow-through until issues are resolved. Conducts comprehensive analysis and negotiation of complex non-sponsored, research-related agreements with focus on data use agreements. Negotiates intellectual property and publication rights as well as confidentiality and indemnification terms. Reviews and revises standard agreements to reflect changes in university policies, as well as applicable regulations and laws.				
Oversees contract and grant administrators, managers and award specialists. Develops and oversees office operations to serve university research strategic plan. Conducts comprehensive reviews of DCG organization and structure and implements strategic plans based on findings. Provides recommendations for improvement in staffing, employee retention, customer outreach. Assists with managing staffing and effective training for DCG staff. Serves as resource to educate units regarding institutional processes.				
Acts as a key advisor to senior leadership on development of strategic objectives and department goals. Resolves problems arising in the course of projects in consultation with relevant stakeholders. Acts as liaison between university research deans/directors and sponsors from both government and private sectors. Collaborates with Office of Culture, Ethics and Compliance, Sponsored Projects Accounting and other research administration offices. Implements internal initiatives to improve department customer service, outreach efforts and communication.				
Responsible for overall control of planning, staffing and budgeting. Makes budgetary and resource allocation decisions. Responsible for departmental budget adherence and reporting. Advocates and approves recommendations for budget additions. Makes budget reallocations to improve functioning of processes and program administration.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.