

# Pre-award/Sponsored Programs Opportunity

## Director, Sponsored Programs Office

Cincinnati Children's Hospital Medical Center (CCHMC) is recruiting a leader for the Sponsored Programs Office. The successful candidate will be responsible for all aspects of pre-award activity for externally funded programs.

The successful candidate will have demonstrated knowledge of submission requirements of major CCHMC sponsors, to include the National Institutes of Health; understanding of Federal regulations; a willingness to play a proactive role in the development of staff; the vision to develop innovative strategies for meeting regulatory compliance issues while providing excellent customer service; knowledge of contracting and subcontracting; excellent written and verbal communication skills, ability to manage, motivate, and coach a "team" under tight deadlines and amidst multiple, sometimes conflicting priorities; experience with electronic proposal submission/award management tools; advanced knowledge of multiple sponsor fiscal/administrative terms and conditions; experience using financial/fund accounting systems; high level of experience and comfort level working with faculty, staff, and external agencies in complex organizations.

Minimum of a Bachelor of Arts/Science, preferably in business discipline. Master's preferred. Minimum of 5 years of progressive experience in research administration setting dealing in various aspects of proposal development/preparation, grant management, contract negotiation, compliance, etc. Prior experience in a large research enterprise preferred. Supervisory and management experience to include demonstrated skill in problem solving, staff motivation, and establishing and managing to operational metrics. PeopleSoft experience a plus.

CCHMC is dedicated to being the leader in improving child health. External funding of research has grown to over \$125,000,000 annually. CCHMC is currently ranked 3<sup>rd</sup> among children's hospitals in NIH funding. CCHMC offers a competitive salary and comprehensive benefits package. For general information about this position, please contact Peter C. Koch, MBA, Assistant Vice President, Sponsored Programs and Research Accounting, (513) 636-4583 or e-mail: [Peter.Koch@cchmc.org](mailto:Peter.Koch@cchmc.org). Qualified candidates can apply online via our "Career Center," please visit [www.cincinnatichildrens.org](http://www.cincinnatichildrens.org) and attach your resume to this position (posted under the "Management" category.)

EOE/AA