

Division Manager of Contracts -- Biosciences Division

Req ID: 3927

Division: COR - Corporate
Location: MENLO PARK, CA US
Hire Type: Full Time
Security Clearance: Able to obtain and maintain
Category: Administrative and Support Services

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Job Description/Responsibilities:

The Biosciences Division is a preclinical contract research organization (CRO) whose services include basic research, target validation, lead discovery and optimization, radiochemical synthesis, in vitro and in vivo efficacy testing, formulations, in vitro toxicology screening, GLP safety pharmacology and toxicology, pharmacokinetics, metabolism, GMP manufacturing of clinical trial materials, quality assurance, and IND preparation and submission. The responsibilities for the position will include, but may not be limited to, the following:

- Managing the administration of contracts, grants, and agreements to ensure SRI and clients meet obligations fully.
- Training and supervising contract administration personnel within the Division, and providing input to the Director of Contracts with respect to career advancement performance of the Division contracts staff.
- Leading presentations of status reviews with project leaders and senior management.
- Evaluating data to allow for early identification of problems and thereby eliminate or limiting financial risk to SRI. Advising and working with senior management on problems requiring their involvement. Developing appropriate risk mitigation systems and processes to match Division needs.
- As requested, support the development of contract related marketing tools of use by Project Leaders.
- Representing SRI in dealing with clients related to contractual performance and establishing good relationships with client counterparts in order to expedite problem solving in ways beneficial to SRI. Providing Division with feedback, and senior management as appropriate, from clients.
- Developing appropriate Division related systems and procedures to archive more effective contract/project management and assisting in developing such systems of use throughout SRI. Preparing and administering the Contracts financial budget for the applicable fiscal year.
- Training and serving as a resource to other Contract Administrators, technical/program personnel, and other administrative support personnel. Working with the business management and development staff as necessary in the identification, coordination, and acquisition of important opportunities and contract actions.

Requirements

BS/BA in a business or related academic discipline (experience may be considered in lieu of formal education), with a minimum of ten (10) years demonstrated expertise in the field of cost proposal preparation, negotiation, and administration of commercial, government, and state/local contracts/grants, as well as with negotiating Teaming Agreements and Non-Disclosure Agreements related to such contracts/grants. Strong working knowledge of intellectual property and licensing matters. Demonstrated ability to interpret and apply government, state/local, and other client regulations/requirements towards successfully capturing business opportunities. Must possess and demonstrate exceptional interpersonal skills along with strong oral and written communication skills and the demonstrated ability to effect organizational and process changes as may be needed. Must be a US Citizen, and either currently possess, or be able to obtain and maintain, a security clearance.

Highly Desired: (1) Prior supervisory experience; (2) prior experience with existing Bioscience Division clients (e.g., National Institute of Health, National Cancer Institute, National Institute of Allergy and Infectious Diseases, National Institute of Mental Health, National Institute on Aging, universities); (3) proposal pricing experience; and (4) CPCM or related certification.