**Director of Grants and Sponsored Research**

The College of New Jersey seeks a Director of Grants and Sponsored Research to lead the Office of Academic Grants and Sponsored Research. The director will lead development and implementation of college’s grants and external funding vision as well as oversee all pre-award grant and external funding related activities. The Director will advance a culture of grant seeking as a component of an engaged and active faculty by advising and assisting faculty in identifying funding opportunities, providing training in proposal development, assisting with the preparation and submission of external proposals, working closely with faculty and staff on developing budgets and justifications for grant proposals, coordinating with post-award staff, and compiling data and preparing reports. The director will also work with college’s staff to identify and submit promising grant proposals. The director of Grants and Sponsored Research will report to the Vice Provost for Faculty and Academic Planning and supervise a Grants Specialist.

**Qualifications**

A successful candidate will have a record of accomplishment in grant acquisition, understanding of sponsored research, leadership experience and the ability to develop and implement policy. Candidate must be knowledgeable about contemporary trends in grants and sponsored research program funding, performance, policies, compliance, and information management. Successful candidate will be professionally engaged at the national level.

Candidate should bring an entrepreneurial spirit, the ability to work collegially with faculty and staff, and a strong commitment to shared governance. He/she will demonstrate proven ability in identifying, prioritizing, planning and organizing and implementing projects and an understanding of academic excellence and accountability. He or she will possess exceptional grantsmanship skills, excellent planning and analytical skills, and the ability to make strategic decisions independently and maintain good interpersonal communication. Requires at least MA or MS, 5 years in research administration, 5 years in higher education and grant writing experience. Research experience preferred.

**Contact Information**

Qualified candidates should submit a letter of interest, resume, and three professional references electronically to jobs@tcnj.edu. Resumes will be considered through October 15, 2014. Resumes received after that date will only be considered if a suitable applicant has not been identified. Position’s start date is January 1, 2015.

Final offer of employment will be contingent upon successful completion of a background investigation. Salary is competitive and commensurate with education and experience. This position includes a comprehensive benefits package including health, dental and prescription, as well as generous sick and vacation leave.

The College of New Jersey, a highly selective, comprehensive residential institution, is recognized as one of the outstanding colleges in the country. Its 289 acre tree-lined campus, located in suburban Ewing Township between New York and Philadelphia, draws upon the rich scholarly, scientific and cultural resources of the region. There are approximately 5900 undergraduate students and 900 graduate students enrolled at The College.

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer. The College has a strong commitment to achieving diversity among faculty and staff, and strongly encourages women and members of underrepresented groups to apply.