

Requisition #:	15-36809
Job Title:	Sponsored Projects Manager
City:	Philadelphia
State:	Pennsylvania
Scheduled Shift:	Days
Employee Type:	Regular - Full Time
*Scheduled Days:	Monday through Friday
Research Division:	RESEARCH-SPONSORED PROJECTS

Job Description: Supervise a team of Sponsored Projects Officers (SPO) and serve as the institutional official signature for research applications, awards, and sub-awards. Responsible for institutional oversight and non-financial aspects of sponsored projects administration. Provide proactive guidance and support to investigators and staff in preparing and submitting all types of proposals to various sponsors including both federal and non-federal funding agencies. Negotiate and accept awards and manage post-award administrative matters. Maintain a strong customer-service oriented environment. Implement policies and standard operating procedures to ensure compliance with sponsor rules and regulations. Provide formal/informal training to departmental employees, investigators, and staff on internal and external systems, operations, and processes.

Requirements:

- Bachelor's degree in business or accounting required. Master's degree preferred. Five or more years' prior experience in providing sponsored project management services on NIH and other federally funded grants or contracts directly for investigators and physicians in an academic research/hospital environment required.
- Supervisory experience is preferred.
- Pre-award experience is preferred.
- Demonstrated track record in a front-line service-oriented position, involving extensive customer contact and relationship building.
- Financial management experience preferred.
- Expert knowledge of policies and regulations governing federal funding and accompanying compliance issues.
- Expert knowledge of principles of grantsmanship/contract management and sponsor proposal and award policies and procedures (particularly those of the National Institutes of Health) is required.
- Ability, especially under pressure, to be professional, courteous, and tactful in dealing with investigators, administrative staff and funding agency contacts.
- Ability to establish clear priorities and multi-task in a high-volume setting responsive to externally generated deadlines.
- Outstanding supervisory and people management skills.
- Exceptional ability to meet multiple deadlines in a fast-paced, academic environment.
- Excellent computer skills, particularly Word, Excel, PowerPoint and databases.
- Exceptional management expertise with NIH grants and other sponsored projects funding.
- Exceptional ability to distill complex compliance issues so it is understandable to the lay audience.
- Strong analytical and problem-solving skills.
- Effective verbal and written communication skills due to interaction with investigators, Department Heads, and regulatory agencies.
- Strong customer-service skills with ability to find and implement creative, compliant solutions to satisfy customer needs.

All CHOP employees who work in a patient building or who provide patient care are required to receive an annual influenza vaccine unless they are granted a medical or religious exemption.

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