

**Sponsored Projects, Administrator - 35964BR  
Proposal Manager**

**Yale University offers exciting opportunities for achievement and growth in New Haven, Connecticut. Conveniently located between Boston and New York, New Haven is the creative capital of Connecticut with cultural resources that include three major museums, a critically-acclaimed repertory theater, state-of-the-art concert hall, and world-renowned schools of Architecture, Art, Drama, and Music.**

**General Purpose:** Reporting to the Associate Director, Office of Sponsored Projects, the OSP Proposal Manager position has primary responsibility for review, approval and processing of all grant proposals to federal and non-federal sponsors. The successful candidate for this position will provide assistance to investigators and departmental staff in with funding opportunity announcements, sponsor guidelines and federal and university policy as it relates to grant proposal submissions. The role has delegated signature authority for official documents related to grants and contracts. This role will also support the proper stewardship of proposals which may result in funding; obtain necessary clearances before submitting proposals and follow up with University Business Offices, Sponsors and other compliance units under the Office of Research Administration as appropriate to resolve questions and problems related to compliance with federal and university policy in grant proposals. The role will also support the continuous and ongoing improvement initiatives associated with the Proposal Development (PD) module of Integrated Research Enterprise Solution (IRES).

**Required Education and Experience:** Bachelor's degree and four years of related work experience or an equivalent combination of education and experience.

**Qualifications:**

- Excellent communication skills, both verbal and written, with the ability to deal with all levels of personnel within the University with professionalism and courtesy.
- Outstanding organizational skills, exceptional attention to detail, well-developed analytical and problem solving skills and demonstrated superior customer service orientation.
- Working knowledge of federal, state and sponsor regulations and guidelines pertaining to the contract and grant administration and extensive knowledge of grant and/or contract methods and procedures.
- Ability to work well under pressure without sacrificing accuracy or customer service, handle a complex portfolio of work in an intensive multi-tasking environment, and to work effectively as part of a team.
- Strong knowledge of accounting principles and ability to apply these principles to OSP.
- **Preferred:** Thorough working proficiency with PC-based tools including Microsoft Office Suite, database administration, and other related software. Familiarity with electronic proposal systems. Knowledge of grant and contract process from proposal development through award closeout.

**Application:** For more information and immediate consideration, please apply online at [www.yale.edu/jobs](http://www.yale.edu/jobs) - the STARS req ID for this position is **35964BR**. Please be sure to reference this website when applying for this position.

**We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational**

**benefits, a variety of retirement benefits, extensive recreational facilities, and much more.**

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