

**Position: Manager, Sponsored Projects (Grants and Contracts)****Req. #: 1630**<https://careers.chop.edu/>**JOB SUMMARY**

Supervise a team of Grants and Contracts Specialists (GCS) and serve as the institutional official signature for awards and sub-awards. Responsible for institutional oversight of various incoming and outgoing agreements (sub-award, PSA, etc.) under sponsored projects. Ensure that all types of agreements and modifications to and from organization under various funding agencies reflect the institutional interest and are compatible with institutional policies and procedures at CHOP. Issue, negotiate, and accept various agreements and modifications. Maintain a strong customer-service oriented environment. Implement policies and standard operating procedures to ensure compliance with sponsor rules and regulations as it relates to sub-awards. Provide formal/informal training to departmental employees, investigators, and staff on internal and external systems, operations and processes.

**JOB RESPONSIBILITIES**

- Serve as the organizational liaison with prime and sub-award organizations
- Supervise staff and lead them in managing change
- Participate actively in management team goal setting, planning and decision-making
- Provide feedback and suggestions to Assistant Director of Sponsored Projects for improving operations and proactively preparing for future changes
- Serve as a super-user and resource for new systems, initiatives, policies, etc.
- Encourage flexibility and create a forward-looking environment
- Train staff on departmental operating procedures and systems
- Obtain and maintain general understanding and familiarity with staff portfolios
- Cover staff portfolios and other team members during absences and position vacancies
- Evaluate and provide staff with objective and constructive feedback
- Share expertise, knowledge and experience about effective management of grants, contracts, and sub-awards
- Direct staff on problem resolution and on troubleshooting difficult situations and guide staff to appropriate resources and knowledge experts
- Advise investigators and staff on the administrative aspects of sub-awards
- Present clear and concise interpretation of policies, regulations, guidelines, and laws to investigators, staff, administrators and others
- Communicate proactively and clearly with investigators, staff and others about sub-award issues and ensure information flow is fully transparent, open, and timely
- Develop professional relationships and liaise with Development, Regulatory Affairs, Technology Transfer, Office of General Counsel, Government Affairs, Research Education, Research Finance, other Research Institute departments, Division Chiefs, Department Chairs, division and hospital administrators and others as necessary on the administrative aspects of sub-awards
- Work as a team with colleagues in SPRBM, Research Finance, etc. to provide seamless service to investigators
- Ensure all agreements and modifications to and from organization under various funding agencies reflect the institutional interest and are compatible with institutional policies and procedures, as well as compliant with sponsor guidelines and regulations

- Maintain working knowledge of federal rules and laws, which are regulated by the Office of Management and Budget, Code of Federal Regulations, Federal Acquisition Regulations, as well as sponsor specific regulations and policies
- Adjudicate issues prior to timely negotiation and acceptance of awards/sub-awards
- Use appropriate template for sub-award, propose changes to existing template as sponsor and institutional policies change, and develop new compliant and responsive language to accommodate requested changes in sub-awards
- Track progress and proactively pursue sub-award from issuance/receipt through execution

#### REQUIRED LICENSES, CERTIFICATIONS, REGISTRATIONS

- None

#### REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in business, accounting, or political science
- 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
- Demonstrated track record in a front-line service-oriented position, involving extensive customer contact and relationship building
- Expert knowledge of policies and regulations governing federal funding and accompanying compliance issues

#### PREFERRED EDUCATION, EXPERIENCE & CERT/LIC

- Master's degree
- Supervisory experience and people management skills
- Pre-award experience
- Financial management experience

#### ADDITIONAL TECHNICAL REQUIREMENTS

- Expert knowledge of principles of grantsmanship/contract management and sponsor proposal and award policies and procedures (particularly those of the National Institutes of Health)
- Ability, especially under pressure, to be professional, courteous, and tactful in dealing with investigators, administrative staff, funding agency contacts, prime and sub-awardee organizational representatives
- Ability to establish clear priorities and multi-task in a high-volume setting responsive to externally generated deadlines
- Excellent computer skills, particularly Word, Excel, PowerPoint, and databases
- Exceptional ability to distill complex compliance issues so they are understandable to the lay audience
- 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