**Director of Research, Grants, & Contracts**

NKU is searching for an enthusiastic leader to work with faculty and staff across all disciplines at the University to increase the quantity and quality of submitted grant proposals. The responsibilities of the Director include the following:

* Coordinating all externally funded grants and contracts for faculty and staff
* Working cooperatively with the Vice Provost for Graduate Education, Research, and Outreach to increase external funding and to support faculty and students
* Providing proactive support services necessary to encourage successful grant writing in all disciplines
* Maintaining relationships with external funding agencies

Northern Kentucky University (NKU) is a growing public comprehensive university located in the Cincinnati, Ohio metropolitan area, serving approximately 15,000 students in its undergraduate and graduate programs. NKU is committed to offering innovative, student-centered education and fostering scholarly and creative endeavors that impact not only on scholarly or artistic audiences but also local, regional, statewide, national, and international communities.

**DUTIES:** The Office of Research, Grants, and Contracts (RGC) has received over $38 million in external funding in the past five years. The Office is responsible for the oversight of grant and contract administration, including pre-award and non-financial post-award functions. The Director:

* Plans, develops, implements, and monitors policies and systems
* Oversees compliance programs and audit processes
* Coordinates contract functions with other administrative units
* Leads a professional staff of five in the expansion of the University's research capacity
* Initiates outreach to faculty, including the design of communication mechanisms and training programs for faculty and staff in proposal development and grant administration

**QUALIFICATIONS:** The successful candidate will:

* Have at least seven years of leadership experience in an academic or non-profit setting
* Provide evidence of demonstrated success in directing the work of a professional staff and providing effective management of a significant amount of external funding
* Have expertise in all phases of contract and grant proposal development, including administration of, and experience with the OMB Uniform Guidance for federal grants
* Demonstrate an understanding of the challenges of grant administration within the framework of larger institutional goals
* Oversee the presentation of training, ideas, concepts, guidelines, policies, and procedures that enhance the growth and quality of grants and contracts
* Demonstrate the ability to build productive working relationships with faculty and staff from multiple departments and respond quickly and effectively to the needs of potential principal investigators and project staff while ensuring compliance with guidelines of funding agencies and University policies
* Have a history of strong leadership, supervision, and motivation of department staff

*Minimum Qualifications*: Master’s degree in accounting, finance, management, or another advanced degree. Demonstrated experience in administering external research and program funding in an academic or research setting. Demonstrated experience with external funding agencies. A commitment to service and ability to work collaboratively with colleagues, staff, and faculty members. Excellent written and oral communication skills. Knowledge of and experience with compliance issues and administration. Demonstrated ability to work effectively in informal and formal teams with individuals from diverse communities and cultures. For full consideration, please apply by November 1, 2016. Applications will be accepted until the position is filled.

Northern Kentucky University has a strong commitment to the principles of inclusive excellence and to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. The University is an Equal Opportunity/Affirmative Action employer and we encourage applications by members of diverse groups and by persons with interest and experience in advancing practices of inclusive excellence. **TO APPLY:** Go to [https://jobs.nku.edu](https://jobs.nku.edu/). For information call 859-572-7567.