

Sponsored Programs Coordinator

Position Details

Position	Sponsored Programs Coordinator
Job Category	Administrator/Management
Job Description	The Sponsored Programs Coordinator supports faculty and the College in obtaining funding from foundations, government agencies and corporations that support faculty research and scholarly activities.
Job Duties	<ul style="list-style-type: none">• Supports the preparation of compelling and persuasive proposals, with associated budgets, to corporate, foundation and government funders in order to advance the mission of Saint Mary's College.• Maintains records related to grant compliance, including federal requirements, and identifies gaps in documentation, training, etc. when necessary.• Communicates effectively with the faculty and staff and aligns proposal-related processes to ensure timely submission of proposals and reports.• Identifies fundable programs and projects at Saint Mary's College and matches them with potential funders.• Coordinates and assists with informational sessions and workshops for faculty on developing successful proposals.• Assists with developing strategic outreach for corporate engagement.• Tracks trends and developments within the grant-making community, including government agencies, private and corporate foundations.• Performs other duties as assigned by the Provost and Senior Vice President and the Associate Provost and Dean of Graduate Programs.
Minimum Qualifications	Experience in sponsored research and grants. Excellent writing and strong organizational skills with the ability to accomplish detailed assignments within required deadlines. Minimum of two years of demonstrated success in grant writing or comparable experience. Demonstrated skill in working collegially with faculty, staff and administrators. Strong problem solving skills; the ability to work independently; and a willingness to be flexible in the face of changing priorities. Experience with creating and managing budgets. The presence and demeanor, as well as verbal and interpersonal communications skills, required to represent Saint Mary's College effectively in diverse situations. Ability to engage in limited travel.
Preferred Qualifications	Established relationships with foundations. Experience in online communications
EEO Statement	Saint Mary's College is an Equal Opportunity Employer, in keeping with the College's mission, Saint Mary's is committed to increasing racial and ethnic diversity at all levels – students, faculty, and staff – and seeks applications from candidates who share this commitment.
Job Type	Part-time
FLSA	Exempt
Posting Number	S19132
Desired Start Date	
Position End Date (if temporary)	
Department Website	
Scheduled Days of Week and Hours	

Scheduled Hours per Week 20 hours

Scheduled Months 12

Open Date 02/23/2021

Open Until Filled

Special Instructions to Applicant

Quick Link for Direct Access to Posting <https://jobs.saintmarys.edu/postings/1576>

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Will you now or in the future require sponsorship or employment visa status (e.g., H-1B visa status)?
 - Yes
 - No