

# Research Development Manager

## Posting Details

### Position Information

Job Title	Research Development Manager
Position Number	001694
Vacancy Open to	All Candidates
Department	AAH Rsrch Econ Dev Engagement Adm
Department Homepage	<a href="https://rede.ecu.edu/">https://rede.ecu.edu/</a>
Advertising Department	RESEARCH, ECONOMIC DEVELOPMENT AND ENGAGEMENT
Division	Academic Affairs
Classification Title	Manager
Working Title	Research Development Manager
Number of Vacancies	1
Full Time Equivalent (FTE)	1.0
Full Time or Part Time	Full Time
Recruitment Range	Commensurate with Qualifications
Position Location (City)	Greenville
Position Type	Non-Faculty
Job Category	Non-Faculty Instructional & Research

**Organizational Unit Overview** The Office of Research, Economic Development and Engagement (REDE) is responsible for research policy and integrity, research administration and sponsored project contract negotiations across ECU and it leads economic and community engagement initiatives including partnerships with public sector agencies, industry, military, and other organizations in pursuit of scholarly activities, economic development, and community engagement. The Office directs new intellectual enterprises, including technology transfer. REDE is responsible for the following units under its umbrella: Office of Engaged Research, Office of Continuing and Professional Education, the Institutional Animal Care and Use Committee, Office of Human Subjects Protections, Office of Licensing and Commercialization, Office of National Security and Industry Initiatives, Office of Postdoctoral Affairs, Office of Regional Development, Office of Research Administration, Office of Research Development, Office of Research Integrity and Compliance, Office of Undergraduate Research, the Small Business and Technology Development Center and Compliance Monitoring and Strategic Initiatives.

**Job Duties** The Research Development Manager will work collaboratively to strengthen the ECU research enterprise through developing and pursuing large-scale funding strategies for complex, multidisciplinary projects utilizing an entrepreneurial, problem-solving approach to explore, launch, and sustain strategic research initiatives. This position will be tasked with identifying funding opportunities, professional development and training opportunities, and other resources to support faculty. This position involves working closely with faculty members and research administration personnel, project management, research and data analysis, writing, editing, and proofreading.

Federal sponsors are increasingly requesting proposals from innovative multi-disciplinary teams that are focused on society's greatest problems, necessitating a higher level of planning and organizational competence in preparing proposals. The most competitive proposals require:

- Proactive approaches to increase awareness of research interests and capabilities at ECU and other stakeholders;
- Facilitation and formation of cross-disciplinary, cross-departmental, and multi-institutional teams;
- Deep coordination to ensure rigorous concept development, collaborative writing, and reconciliation of complicated budgets; and
- Integration of research aims with broader goals including education, technology transfer, outreach, diversity enhancement, management protocols, and evaluation processes.

To that end, this position will support faculty teams in preparation of sponsored projects, developing professional development training materials, as well as these specific tasks:

#### Strategic Planning: 15%

- Support senior leadership in the creation of incentives and initiatives to expand ECU's research capacity, catalyze new collaborations and increase the competitiveness of extramural proposals
- Assist with development and implementation of strategic plan for research development activities and identify metrics to monitor effectiveness

#### Grant Proposal Development: 45%

- Oversee ECU's limited submission process, including dissemination, developing internal review panels, and communication of final outcomes
- Work with specific faculty teams to establish timelines and assure project deadlines are met; monitor progress and develop plan for external review, if appropriate
- Act as resource on budget development for large grant projects

#### Training/Education: 20%

- Work with the Office of Faculty Excellence to develop and deliver grant proposal development workshops; implement external programs that support proposal development
- Coordinate on-campus visits with external stakeholders

#### External and Internal Communication: 20%

- Initiate and nurture partnerships with internal and external groups and external stakeholders
- Develop and manage relationships with individuals internal and external to REDE such as sponsored program officers, Director of Engaged Research, Executive Director of National Security and Industry Initiatives, research administration hub personnel, and Office of Corporate and Foundation Relations.

Contingent upon available funding.

**Minimum Education/Experience** Relevant post-Baccalaureate degree with 5 years of progressively responsible experience in research development and/or administration of externally sponsored activity. For candidates demonstrating comparable experience and professional-level background in research development, will accept a relevant undergraduate degree and 7 or more years of relevant experience in substitution. Knowledge of key compliance requirements as contained in 2 CFR 200 (Uniform Guidance). Knowledge of priorities, procedures, and the policies of key funding agencies such as NIH, NSF, NASA, DOE, and DOD. Familiarity with other funding sources such as foundations and industry.

**License or Certification Required by Statute or Regulation** None

**Preferred Experience, Skills, Training/Education**

- Advanced degree in a relevant field.
- At least 7 years of experience in research development and/or administration.
- Experience in a university setting.
- Excellent communication and interpersonal skills.
- Strong negotiation skills, tact and diplomacy.
- Experience in use of internal proposal/award tracking systems; experience with InfoEd preferred.
- Experience in proposal preparation and submission.
- Ability to work with minimal supervision and exercise independent judgment and discretion in all facets of the position.
- Ability to work individually or within a team and to think creatively and provide sound advice.
- Ability to independently manage multiple priorities with multiple deadlines in a dynamic environment while remaining service oriented.
- Ability to effectively manage change.

**Special Instructions to Applicant** East Carolina University requires applicants to submit a candidate profile online in order to be considered for the position. Candidates must also submit a cover letter, resume, and a list of three references, including contact information, online.

2-3 original letters of reference are required for employment. Please be aware that if selected as a candidate of choice, an automatic e-mail will be sent to the individuals entered by the applicant in the References section in the PeopleAdmin applicant tracking system. Letters of reference submitted via the PeopleAdmin applicant tracking system will be verified and considered towards meeting this requirement.

Applicants must be currently authorized to work in the United States on a full-time basis.

**Additional Instructions to Applicant** In order to be considered for this position, applicants must complete a candidate profile online via the PeopleAdmin system and submit any requested documents. Additionally, applicants that possess the preferred education and experience must also possess the minimum education/experience, if applicable.

**Job Open Date** 01/26/2023

**Open Until Filled** Yes

**Job Close Date - Positions will be posted until 11:59 p.m. EST on this date. If no closing date is indicated, the position may close at any time after the initial screening date.**

**Initial Screening Begins** 02/09/2023

**Rank Level**

**Quick Link for Direct Access to Posting** <https://ecu.peopleadmin.com/postings/59420>

**AAE/OE** East Carolina University is an equal opportunity and affirmative action employer and seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. We encourage qualified applicants from women, minorities, veterans, individuals with a disability, and historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to their race/ethnicity, color, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, disability, political affiliation, or veteran status.

Individuals requesting accommodation under the Americans with Disabilities Act Amendments Act (ADAAA) should contact the Department of Human Resources at (252) 737-1018 (Voice/TTY) or [ADA-Coordinator@ecu.edu](mailto:ADA-Coordinator@ecu.edu)

**Eligibility for Employment** Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. ECU participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

**Office of Human Resources Contact Information** If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (252) 328-9847 or toll free at 1-866-489-1740 or send an email to [employment@ecu.edu](mailto:employment@ecu.edu). Our office is available to provide assistance Monday-Friday from 8:00-5:00 EST.

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* Please indicate where you learned about this job vacancy.
  - LinkedIn
  - Chronicle of Higher Education
  - CareerBuilder
  - Greenville Daily Reflector
  - Raleigh News & Observer
  - InsightIntoDiversity.com
  - HigherEdJobs.com
  - InsideHigherEd.com
  - Monster.com
  - Indeed
  - ECU Website
  - Other
2. \* Will you now or in the future require visa sponsorship for employment?
  - Yes
  - No

## Documents Needed To Apply

Required Documents

1. Curriculum Vitae/Resume
2. Cover Letter
3. List of References

Optional Documents

None