

# Job Posting Preview

04-Sep-2024

## **Manager of Research Portfolio Administration**

Harvard Medical School

66785BR

### **Position Description**

Reporting to the Director of Finance and Administration (DFA), the Manager of Research Portfolio Administration serves as a leader within Systems Biology's Finance team. The Manager of Research Portfolio Administration oversees key aspects of the research administration function within the Department and leads a team of grants managers that provide research administration support and financial management of sponsored and non-sponsored funding for SysBio faculty while serving as a subject-matter expert for both faculty and staff. The Manager of Research Portfolio Administration takes primary responsibility for a large, complex portfolio and is the primary liaison to the Transformational Awards Team in the Office of Research Administration.

- Responsible for effective staff management including hiring and orientation, training and development, workload and performance management, project management, and the promotion of an inclusive and innovative work environment
- Partners with PI of a large and complex sponsored portfolio to strategically manage funds to accomplish the best possible scientific outcomes
- Oversees award expenditures to ensure that expenses are properly charged and reimbursed, according to award terms and conditions and within budget limits and timelines
- Prepares financial projection reports to analyze spending patterns and rates, notifying faculty about under- or over-expenditures and planning for contingencies
- Maintains accurate records of personnel effort and corresponding salary charges to awards and assisting faculty and staff with quarterly and annual effort certifications
- Oversees the sponsored proposal preparation function for the department by providing internal review of a subset of proposals
- Responsible for a variety of post award functions in connection with the transformational awards team and highly complex awards across the department while overseeing the sponsored portfolio of direct reports. This includes oversight of subrecipient monitoring, effort certification, billing agreements, progress report review, foreign component compliance, and award closeouts. Performs monthly, quarterly, and ad-hoc post-award reviews/reporting. Partners heavily with the ORA Transformational Awards team to ensure that internal and external reporting deadlines are met
- Liaises with Transformational Awards Team (TAT), develops and implements internal policies, procedures and financial projection strategies to manage the portfolio according to the unusual requirements of the funding agency (ARPA-H)
- Ensures compliance with policies set forth by a wide range of different funding agencies, including NIH, NSF, DARPA, ARPA-H, ARPA-E, CEPI, Air Force, DoD, CZI, Welcome LEAP, MLSC,

and various corporate partners such as Abbvie and MITRE. Assists with interpreting, communicating, and applying sponsor policies

- Reviews ADI/journal adjustments, AP adjustments, cost transfers, travel reimbursements, salary allocation changes, prior approval requests, and financial reports
- Collaborates with the DFA and Associate Director of Finance to document SysBio research

administration and finance processes and provide resources to department staff

- Fosters a culture of continuous learning. Attends relevant meetings, trainings, and conferences for professional development and to stay informed of new and revised sponsor guidelines/processes as well

as University and school policies/guidance. Ensures information is shared with relevant parties

- Makes certain that policies and procedures established by Systems Biology, HMS, ORA and the University are consistently adhered to throughout the team's operation
- Will have the opportunity to serve on HMS committees to represent SysBio research administration
- May be required to provide life-cycle portfolio support for additional faculty during extended absences or leaves

### **Basic Qualifications**

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience
- Advanced knowledge of sponsored research regulations

### **Additional Qualifications and Skills**

- MBA or other relevant professional/master's degree or certification is a plus
- Prior management experience is a plus
- Experience with Microsoft Office Suite; advanced Excel skills
- Excellent analytic, written and verbal communication skills
- Must be well organized, flexible, and able to manage multiple, challenging projects simultaneously in a fast-paced work setting

### **Additional Information**

**This role will work effectively within a culture inclusive of individuals with diverse backgrounds, styles, abilities, and motivations, and appreciate and leverage the capabilities, insights, and ideas of all individuals.**

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

Please note that we are currently conducting a majority of interviews and onboarding remotely and virtually. We appreciate your understanding.

The Harvard Medical School is not able to provide visa sponsorship for this position.

Not ready to apply? [Join our talent community](https://www.gem.com/?formID=16341e35-cbc6-4904-88a3-09b35763307e) to keep in touch and learn about future opportunities! ([https://www.gem.com ?formID=16341e35-cbc6-4904-88a3-09b35763307e](https://www.gem.com/?formID=16341e35-cbc6-4904-88a3-09b35763307e))

### Work Format Details

This position is based in Boston, but the work may be done primarily remote. Any remote work must be performed in a state in which Harvard is registered to do business (CA\*, CT, GA, IL, MA, MD, ME, NH, NJ, NY, RI, VA, VT, and WA). Individual flexible and remote work options for this role will be discussed during the interview process. \*Note: Harvard employees working in California must be exempt.

### Benefits

We invite you to visit Harvard's Total Rewards website (<https://hr.harvard.edu/totalrewards>) to learn more about our outstanding benefits package, which may include:

- **Paid Time Off:** 3-4 weeks of accrued vacation time per year (3 weeks for support staff and 4 weeks for administrative/professional staff), 12 accrued sick days per year, 12.5 holidays plus a Winter Recess in December/January, 3 personal days per year (prorated based on date of hire), and up to 12 weeks of paid leave for new parents who are primary care givers.
- **Health and Welfare:** Comprehensive medical, dental, and vision benefits, disability and life insurance programs, along with voluntary benefits. Most coverage begins as of your start date.
- **Work/Life and Wellness:** Child and elder/adult care resources including on campus childcare centers, Employee Assistance Program, and wellness programs related to stress management, nutrition, meditation, and more.
- **Retirement:** University-funded retirement plan with contributions from 5% to 15% of eligible compensation, based on age and earnings with full vesting after 3 years of service.
- **Tuition Assistance Program:** Competitive program including \$40 per class at the Harvard Extension School and reduced tuition through other participating Harvard graduate schools.
- **Tuition Reimbursement:** Program that provides 75% to 90% reimbursement up to \$5,250 per calendar year for eligible courses taken at other accredited institutions.
- **Professional Development:** Programs and classes at little or no cost, including through the Harvard Center for Workplace Development and LinkedIn Learning.
- **Commuting and Transportation:** Various commuter options handled through the Parking Office, including discounted parking, half-priced public transportation passes and pre-tax transit passes, biking benefits, and more.
- **Harvard Facilities Access, Discounts and Perks:** Access to Harvard athletic and fitness facilities, libraries, campus events, credit union, and more, as well as discounts to various types of services (legal, financial, etc.) and cultural and leisure activities throughout metro-Boston.

**Job Function**

Finance

**Department Office Location**

USA - MA - Boston

**Job Code**

F1357M Research Admin Mgt III PrPs

**Work Format**

Remote

**Sub-Unit**

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**Salary Grade**

057

**Department**

Systems Biology

**Union**

00 - Non Union, Exempt or Temporary

**Time Status**

Full-time

**Pre-Employment Screening**

Education, Identity

**Commitment to Equity, Diversity, Inclusion, and Belonging**

*We are committed to cultivating an inclusive workplace culture of faculty, staff, and students with diverse backgrounds, styles, abilities, and motivations. We appreciate and leverage the capabilities, insights, and ideas of all individuals. [Harvard Medical School Mission and Community Values](https://hms.harvard.edu/about-hms/campus-culture/mission-community-values-diversity-statement) <https://hms.harvard.edu/about-hms/campus-culture/mission-community-values-diversity-statement>*

**EEO Statement**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

**LinkedIn Recruiter Tag (for internal use only)**

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