

The Director, Sponsored Research (position no. 129380) is a full-time position with the University of West Florida in Pensacola, FL. This position leads RAE pre-award and post-award staff and liaises with researchers at UWF to identify funding opportunities, provide sponsored project guidance, assemble proposal components for successful submissions to funding agencies, and ensure timely and compliant execution of awarded projects, including project closeouts. Reporting to the Associate Vice President of Research Administration and Engagement (AVP-RAE), this position focuses on building effective grant administration services for the UWF research community and ensures continuous improvement of pre-award & post-award operations for an anticipated growth of externally funded revenues. The Director leads in the provision of exemplary customer service and support to UWF researchers in the areas of pre-award, post-award, and compliance management, assists in managing RAE budgets and research expenditures, and serves as a knowledge resource on regulations regarding research administration. Collaborations with the offices of Controller, Budget Office, Payroll, Cashier, Human Resources, Information Technology, and academic departments and colleges to ensure compliance with federal, state, and university policies and knowledge of the Uniform Guidance (2 CFR Part 200) and the process and eligibility of application to federal and state funding opportunities are essential for this position.

The Director must demonstrate an understanding of the cost principle of federal grant programs and finance operations in a higher education institution, including institutional cost share structures required by the funding agencies, and an ability to use modern computerized tools in project management, organization planning, data analytics, and employee supervision and training in a fast-paced, complex organization. The Director is expected to effectively plan, organize, meet deadlines, and stay current with the changes and practices of sponsored programs administration. Excellent oral and written communication skills and knowledge of interpreting and applying federal, state, and university policies pertinent to grant management are required.

Minimum Qualifications: Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Position Qualifications:

- Extensive knowledge of grants, contracting, and subcontracting principles and guidelines.
- Knowledge of online proposal processes and database searches including, but not limited to, Grants.gov, NSF Research.gov, eRA Commons, Grant Solutions, Defense Security Service website for security classification; and various required agency-specific web portals.
- Basic knowledge of accounting, auditing, and budgeting principles.
- Basic knowledge of statistical principles and analysis including preparation of data summaries.
- Thorough knowledge of computer programs including but not limited to Microsoft Office applications, Google apps, Adobe Acrobat, and Ellucian Banner. Basic knowledge of legal terminology and standard clauses in contract law.
- Ability to communicate well as a public speaker and trainer.
- Ability to make decisions and apply sound judgment in issue resolution.

Preferred Qualifications:

- Demonstrated experience with university (or similar) policies and procedures and federal and state rules, laws, and regulations governing sponsored research administration.
- Working knowledge of Tableau and Ellucian Banner Document Management System software.
- Leadership and management experience.

Salary Range: Commensurate with education and experience.

Applications are continuously accepted until the position is filled but the preferred response date is

03/28/2025.

Candidates must apply online through the University of West Florida website: <https://careers.uwf.edu>. Applicants are required to attach a resume, cover letter, and contact information for three references. *References will be contacted upon submission of this application. An opportunity to upload these documents will be provided during the application process. For assistance, please contact Human Resources at 850-474-2694 or email jobs@uwf.edu.

The University of West Florida is an Equal Opportunity/Access/Disabled/Veteran employer. Any individual requiring special accommodation to apply is requested to advise UWF by contacting UWF Human Resources at 1-850-474-2694 (voice) or 1-850-857-6158 (TTY). E-Verify is required for employment. All applications for employment at the University are subject to Florida public records law.