

The Director, Sponsored Research (position no. 129380) is a full-time position with the University of West Florida in Pensacola, FL. This position liaises with researchers at UWF to identify funding opportunities, organize project development, 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 research projects and facilitating interdisciplinary collaboration for the UWF research community and contributes to the overall growth of externally funded revenues. The Director leads in the provision of exemplary customer service and support to UWF researchers in the development of strategic research expertise, preparation of grant proposals and compliance management, and serves as a knowledge resource on regulations regarding research administration. Collaborations with the academic department and colleges in building research projects and with the offices of Controller, Budget, Payroll, Cashier, Human Resources, Information Technology to ensure compliance with federal, state, and university policies. 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, organization planning, data analytics tools to facilitate continuous improvement of research administration in a fast-paced, complex organization.

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:

Preferred degree qualification: A doctoral degree in STEM or a health sciences discipline.

A track record as a PI or co-PI in sponsored research funded by federal and state agencies

Knowledge of grants, contracting, and subcontracting principles and guidelines.

Grant writing experience.

Knowledge of online grant portal 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.

Knowledge of accounting, auditing, and budgeting principles.

Knowledge of statistical principles and analysis including preparation of data summaries.

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 11/02/2025.

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. 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.