Director, Grants Development Office (GDO), Office of Research & Economic Development

Job No: 496216

Job Summary/Basic Function:

Reporting to the Associate Vice President for Research Administration, the Director of the Grants Development Office provides management, leadership and general oversight of all sponsored project proposal submissions for the campus, and serves as the main point of contact for proposal development. The Director serves as an expert in all phases of the proposal development, and in that capacity, serves as a resource to Cal Poly faculty, staff, and administrators in the ongoing conduct and development of pre-award administration.

Minimum Qualifications:

- Must possess Bachelor’s degree from a four-year college or university.
- Minimum of eight years of progressively responsible management experience, demonstrating knowledge and practice in current grant/contract administration or other relevant experience.

Required Qualifications:

- Demonstrated experience in managing compliance with federal, state, and privately-funded grants and contracts, and the ability to interpret and apply university and sponsor policies and procedures.
- Proficiency with proposal review, electronic proposal submissions, and electronic research administration systems.
- Ability to represent the campus’ interests in the negotiation of grants and contracts. Expert negotiation skills with the ability to achieve consensus, optimize the University’s and Corporation’s objectives, and ensure that effective and cooperative working relationships are maintained with sponsors.
- Demonstrated leadership, supervisory, and management skills to successfully operate in a complex environment and interact with a diverse clientele.
Required Qualifications, continued…:

- Ability to assess operational conditions, adjusting as necessary to optimize effectiveness and improve operations. Adaptability in meeting short and long-term strategic goals of the University.
- Ability to use tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations, and to respond appropriately to conflicts and problems.
- Expert interpersonal skills conducive to building and developing an effective team; Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University.
- Excellent communication skills, both written and oral, with the ability to effectively present complex information and respond to questions from administrators, staff and faculty and interpret relevant policies and practices; thorough knowledge of English grammar, spelling and punctuation, and expository writing.
- Demonstrable critical thinking and problem-solving skills to analyze situations, define problems, identify concerns, develop and implement solutions. Excellence in judgment and decision-making skills.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines in a well-organized and logical manner. Ability to maintain flexibility and adaptability to work collaboratively in a changing environment.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email. Ability to work accurately and effectively with financial and personnel data.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Knowledge of budget development and forecasting.

Preferred Qualifications:

- Master's or other advanced degree.
- Demonstrated skills in a University environment utilizing a customer-oriented and service-centered attitude.
- Designation of Certified Research Administrator (CRA) or Certified Pre-Award Research Administrator (CPRA).

Job Duties:

- Provides leadership to GDO in support of the institution’s research enterprise and its capacity to apply for and secure external funding in support of the University’s mission.
- Provides exemplary leadership to department staff, establishing and maintaining staff performance and development goals that are consistent with ORED’s mission and objectives. Specific responsibilities include recruiting, training, directing, developing, disciplining, and assessing department staff.
**Job Duties, continued...:**

- Acts as authorized campus signatory on proposal submissions to affirm adherence to sponsor requirements, compliance with federal and state regulations, and consistency with institutional policies, procedures, and goals.
- Develops, implements, and oversees department procedures relevant for ensuring compliance with system-wide and campus policies, and contributes to the development and implementation of campus policies related to research administration and research compliance.
- Actively monitors and prioritizes department staff assignments throughout the year and adjusts, as necessary.
- Acts as back up during staff absences. At times, may be assigned specific departments, centers, and institutes if workload is unmanageable for existing pre-award staff.
- Acts as a liaison with the post-award administrative unit, Sponsored Programs Office, as well as other Cal Poly departments, colleges, and divisions to ensure efficient and effective communication and award transition between the pre- and post-award offices.
- Develops, implements, and oversees training workshops and presentations related to proposal development and the submission process; At times, will provide individual training to administrators and/or faculty.
- Collaborate with ORED personnel to ensure electronic research administration systems provide efficient and effective support for proposal submission, compliant project management, and accurate project data collection and reporting.
- Provides regular proposal metrics to AVP for Research Administration and other ORED personnel. Maintains proposal information and prepares scheduled and special reports, and analyses, as necessary.
- Responds to external and internal audit requests, ensuring that comprehensive and well-organized documentation is readily available to support all requests.
- Participates in maintaining the department website to ensure that relevant pre-award information current and to further streamline the proposal process.
- Takes ownership of special projects as needed to advance the mission and effectiveness of research administration.
- Serves on campus and CSU committees where appointment of the Director of the Grants Development Office may enhance or complement its purpose, e.g., WASC, Research Administration Committee (RAC), and Auxiliary Organization Association (AOA) committees.
- Interacts with other research administration professionals in the CSU system and other universities, as well as national organizations of research administrators to maintain professional currency, identify best practices, and establish and maintain support networks.

**Special Conditions:**

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
Special Conditions, continued...:

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

As part of the CSU System, Cal Poly offers a very generous best-in-class benefits program, including the following:

- Enrollment in CalPERS (Public Employee Retirement System)
- Health, dental, and vision insurance at competitive rates or no cost to employee
- Tuition Fee Waiver Program to allow employee or an eligible family member to attend classes at any of the CSU Universities for reduced fees

More information is available on the Cal Poly benefits page [https://afd.calpoly.edu/hr/benefits](https://afd.calpoly.edu/hr/benefits)

Mandated Reporter

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Conflict of Interest

A “designated position” in the CSU’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly's values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly's commitment to diversity informs our efforts in recruitment, hiring and retention. Cal Poly is an affirmative action/equal opportunity employer.

Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.