



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Sponsored Projects
POSITION NO.	502493
LOCATION	Knight
REPORTS TO	VP Administration and Finance
GRADE	BOE 16
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	02/2023

JOB SUMMARY:

Direct the overall pre- and post-award functions of federal, state, and private grants and contracts for the College including: preparation and submission of all external proposals; the negotiation of awards & contracts; account establishment; the negotiation of subcontracts and agreements; ensuring allowable and appropriate recording of expenses to sponsored projects and the general ledger in compliance with GAAP; assist in preparation of financial documents and reports in compliance with sponsor reporting requirements; monitor the submission of technical reports due; and prepare close out documents for grants and contracts.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively and in partnership with faculty, department chairs, deans, administrative officers and other offices in the College to provide for the administration of Grant and Contract activities

Grant and Technical Knowledge:

- Maintain an effective working knowledge of sponsoring agency policies, College policies, federal and state, laws and regulations, and literature related to sponsored programs and sponsored projects.
- Develop institutional policies and procedures to ensure College compliance with laws and regulations related to the administration of grants and contracts.
- Ensure that accounts are balanced, reconciled and closed out appropriately and in compliance with both sponsor agencies and College policy.
- Ensure that all award files are up-to-date, complete, well organized and audit worthy.

Management:

- Implement and monitor the review of all proposals for Grant funding according to all relevant College, state, and federal rules and regulations.
- Direct the acceptance and negotiation of awards, and their modifications, with outside agencies for faculty and staff on behalf of the College.
- Direct the preparation and issuance of subcontracts and amendments.
- Ensure financial reports (monthly, quarterly, semi-annually and annually) are prepared and processed accurately and in a timely manner
- Assist Principal Investigators to navigate College purchasing and administrative procedures
- Monitor Grant spending rates and assist with modification proposals
- Supervise the preparation of funding reports for the Vice President of Administration and Finance

Communications and Collaboration:

- Ensure Principal Investigators work collaboratively, efficiently and effectively with the Controller's Office and Office of Institutional Advancement

- Work to continuously improve the performance of the Grant and Contracts including development of training programs; evaluate training needs; oversee the development of materials, delivery of training sessions and obtain feedback from attendees and improve training on an ongoing basis.

Departmental Support:

- Direct the updating and monitoring of the computerized tracking system for all proposals and awards, including supervising the conversion to any new data tracking systems.
- Assist with purchases and
- Represent the Vice President and his/her designees on committees and other such bodies as assigned.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in business administration, accounting, finance, or related field.
- Five years of experience in a progressively responsible administrative function, preferably in a university, college or governmental setting, which includes experience in proposal and budget preparation, proposal development and personnel management; demonstrated experience managing grants and contracts.
- A working knowledge of state, federal and sponsor regulations and guidelines; demonstrated knowledge of grant financial management practices and contracting and subcontracting practices
- Computer proficiency with word processing and spreadsheets; demonstrated experience with electronic proposal submission software.
- Excellent communication and interpersonal skills.
- Ability to handle details accurately and to plan, communicate, and oversee work on a variety of projects. Including the ability to organize large amounts of data, undertake new initiatives and work in an environment with complex policies and procedures.
- Ability to work with diverse groups.

PREFERRED QUALIFICATIONS:

- Master's degree in accounting, finance, MBA or related field preferred

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.