

**Niagara University**  
**JOB DESCRIPTION**

**NAME:** Vacant  
**DATE:** February 2023  
**JOB TITLE:** Assistant Director, Sponsored Programs  
**FLSA STATUS:** ADMINISTRATIVE  
**JOB CLASS:** FULL-TIME YEAR-ROUND  
**JOB STATUS:** EXEMPT  
**TITLE OF IMMEDIATE SUPERVISOR:** Director, Sponsored Programs  
**DEPARTMENT:** SPONSORED PROGRAMS AND FOUNDATION RELATIONS  
**SECTOR:** STRATEGIC and EXTERNAL RELATIONS

**SUMMARY:**

The Assistant Director of Sponsored Programs provides the leadership and oversight of a comprehensive system for obtaining external grant support for institutional priorities and faculty research. The office conducts prospect research, prepares new proposals, and manages post-award functions at Niagara University. The Assistant Director is the initial point of contact for faculty and other grant seekers and provides funding identification and proposal development support. The AD works with the Director on proposal submission which includes initiating proposal records, building budgets, assisting with budget justifications, fielding researcher requests for support, interpreting sponsor requirements, assisting with the required documentation, formatting documents, and uploading documents into external portals. The AD also assists with post-award administration including compliance and reporting requirements. This position has a remote working option (2 days per week).

**ESSENTIAL DUTIES:**

- Promote and improve grant seeking across campus and lead a customer service culture in the Office of Sponsored Programs to support Niagara University programs and projects
- Participates in the process of preparing and writing highly competitive, technical and/or complex academic grant proposals/applications.
- Assists with pre-award activities including grant proposal development, support, writing, editing, and submission of proposals
- Assists with determining proposal concepts by identifying and clarifying opportunities and needs. Studies requests for proposals (RFPs). Attends strategy

meetings with faculty and other stakeholders. Provides assistance on proposal preparation

- As part of the grant team, monitor and communicate with faculty and administrators about opportunities in grant development as well as policies and procedures related to mandated compliance issues and best practices in grant management
- Provide faculty and administrators with support related to the articulation and development of fundable research agendas, the search for appropriate funding opportunities, proposal preparation, and budget development
- Interprets and follows sponsor regulations, requirements, guidelines and instructions. Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval. Coordinates requirements with contributors.
- Conduct research and provide technical support to faculty and administrators in the identification and solicitation of potential funding opportunities to meet institutional needs and the funding requirements of academic and individual faculty members
- Develop, write, and present proposals, reports, and institutional correspondence in support of public and private grants and initiate, prepare, review, and submit proposals (including budgets) to external funders
- Assists with post-award setup, sub-award tracking and monitoring, and reporting
- Drafts and distributes internal announcements to appropriately acknowledge faculty and university funding successes
- Maintains and updates the Office of Sponsored Programs website
- Remain abreast of trends in sponsored programs and foundation relations and funding
- Represent the office across the Niagara University campus and in the broader community as requested and appropriate
- Communicate effectively with Director concerning pertinent matters
- Perform other duties as requested or as related and/or dictated by responsibilities

**GENERAL DESCRIPTION:**

**% of Time**

- 60% Lead continuum of pre-award activities with primary responsibility including research, proposal development, writing, editing, and submission
- 20% Post-Award activities including setup, tracking, and reporting
- 15% Develop and implement cultivation and proposal submission/management projection plans, technical assistance materials, policy and procedure improvements, electronic forms and database management, and grant compliance and office operations excellence strategies
- 5% Campus training, announcements, and technical assistance

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to develop and execute strategies for leading and overseeing a comprehensive system of obtaining grant support for institutional priorities and faculty research
2. Knowledge and experience to conduct comprehensive public, corporate and foundation research activities
3. Knowledge of grants development and management including working knowledge of compliance, fiscal and other critical areas of administration
4. Ability to creatively conceptualize programs and to communicate effectively and persuasively, both orally and in writing
5. Ability to work with a high level of productivity and accuracy and attention to detail
6. Excellent computer skills and proficiency in a variety of computer applications
7. Aptitude and skill to work effectively, developing and sustaining working relationships with multiple levels at the University as well as multiple outside agencies
8. Demonstrate ability to work effectively and comfortably in a fast-paced environment under deadlines manage multiple projects simultaneously, and occasionally work outside normal business hours
9. Demonstrable understanding of federal compliance and grant administrative and fiscal management regulations
10. Familiar with financial concepts and basic budgeting/cost accounting standards

11. Ability to work independently as well as collaboratively in a team environment
12. Strong organizational, oral, and written communication skills
13. Must possess a strong work ethic and unquestioned personal integrity, discretion, and tact to perform work of a highly sensitive and confidential nature requiring access to information.

**QUALIFICATIONS:**

1. Bachelor's degree required; Master's degree strongly preferred;
2. A minimum of 3-5 years of experience in development or sponsored research, grant management, non for profit, or higher education, and/or philanthropy is required, preferably in an academic or foundation setting;
3. Demonstrated experience managing complex projects with multiple diverse stakeholders;
4. Demonstrated ability in grant or proposal writing and knowledge of budgeting particularly in the areas pertinent to the submission of grant proposals

**THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.**

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Employee Signature Date

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Supervisor Signature Date

Feb 2023