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| **Job Profile Name:** | Sr. Manager, Sponsored Programs | **Job Code:** JP3\_16080 |
| **Job Family Group:** | Financial Services | **FLSA Status:** Exempt |
| **Job Family:** | Sponsored Programs | **Career Level:** TBD |
| **Created/Revision Date:** | 8/1/2017 | **Grade:** c107 |

**CORE JOB SUMMARY**

The Sr. Manager, Sponsored Programs directs and oversees all administrative and financial aspects of the Sponsored Programs division at the assigned facilities. The Sr. Manager operates with the goals of increasing sponsored funding levels and the output of funding proposal, as well as maximizing the use and efficacy of existing research funding dollars. Further, the incumbent develops and implements policies and methods that further these goals.

**CORE JOB FUNCTIONS**

1. Identifies potential donors or sources of funding and plans outreach strategies.
2. Participates in the development of grants applications and proposals.
3. Schedules and oversees planning for special events that publicize the organization and its programs to the community.
4. Trains, mentors, and supervises sponsored programs staff members, and prepares performance reports.
5. Negotiates contractual provisions with potential partners.
6. Develops and provides reports or documentation needed to secure and maintain funding and grants.
7. Ensures that grants and contracts adhere to organizational standards.
8. Acts as department expert and primary point of contact on funding issues and disputes.
9. Establishes and continuously assesses the effectiveness of the internal controls within the unit and compliance with University policies and procedures. Ensures employees are trained on controls within the function and on University policy and procedures.

***This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.***

**CORE QUALIFICATIONS**

**Education:**

Bachelor’s degree in relevant field

**Certification and Licensing:**

N/A

**Experience:**

Minimum 7 years of relevant experience

**Knowledge, Skills and Attitudes:**

* Knowledge of business and management principles.
* Ability to direct, manage, implement, and evaluate department operations.
* Ability to establish department goals, and objectives that support the strategic plan.
* Ability to effectively plan, delegate and/or supervise the work of others.
* Ability to lead, motivate, develop, and train others.

**Department Specific Functions**

* Assists principal investigators with the grant submission process based on FOA/agency guidelines and UM policies
* Responsible for the day-to-day fiscal management of the pre and post award unit for the department of Public Health Sciences.
* Assist the Director in systems development to create an effective and efficient pre and post award system.
* Assist the Director in SOP development and the creation of tools to aid research-related activities including checklists, procedures, guidelines, workflows and other documents
* Collaborates with departmental grants team in the development of all pre and post award activities within the Department.
* Advises Principal Investigators and Project Directors of all compliance issues related to the various research grants and contracts providing information on the requirements.
* Assists the Principal Investigators and Project Directors in decision-making and provides information on finances such as expenditure trends, burn rate, etc.
* Prepares reconciliations, reviews and analyzes grant awards, contracts and other departmental accounts to ensure consistency with grant related reports.
* Reviews all financial documents for final Departmental approval.
* Oversees, maintains and ensures that effort certification reports and effort grant reporting are completed accurately and timely. Assists investigators in certifying the sponsored effort correctly on a quarterly basis.
* Collaborates with other departments and management in coordinating Effort Certification approval.
* Assists the Director with the departmental technology transfer initiatives.
* Manages the administrative functions associated with the conduct of the externally funded research projects.

Responsibilities include serving as a liaison for the investigators and the departmental administration in the coordination of:

1. Ensures that accounts are analyzed and provides monthly financial reports for review and recommendation to the Principal Investigators. These reports will include expenditure history, cost effectiveness, and cost efficiency analysis, projections and trend analysis for the various research projects.
2. Oversees budget changes for the reallocation of funds as a result of account analysis
3. Analysis of accounts for distribution of employee effort. This includes meeting as often as monthly with the PI’s, project directors, and sponsored program specialist to discuss necessary changes for the project(s)
4. Obtain prior approvals and determine whether agency approval is required for sponsored projects. This includes performing analysis to determine changes in line items and writing justifications and providing proper documentation
5. Analysis of cost for allowability of changes for the various research projects
6. Responsible for month end closing including accuracy of financial reports
7. Oversees account budgets and division program analyses
* Interacts with University central administration as it relates to the processing of administrative functions.
* Oversee invoicing database for cost reimbursable and fixed price projects.
* Responsible for the oversight of the annual budget preparation information for grant expenditures and personnel allocations
* Serves as a back-up to support all levels in order for team to meet deadlines
* Other duties as assigned

**PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT**

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| *The following sections capture the physical demands and working environment that are required for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |
| **Working Conditions** |
| **Environmental Dimension** | **Never** | **Occasionally** | **Frequently** | **Constantly** |
| Conditions of extreme heat or extreme cold | X |   |   |   |
| Wet/Humid conditions | X |   |   |   |
| Fumes/Dust/Dirt/Smoke | X |   |   |   |
| Confined areas | X |   |   |   |
| High places | X |   |   |   |
| Equipment in motion | X |   |   |   |
| High noise levels | X |   |   |   |
| Environmental hazards | X |   |   |   |
| Exposure to TB | X |   |   |   |
| Exposure to Blood-borne Pathogens | X |   |   |   |
| Exposure to Radiant Energy | X |   |   |   |
| Outdoor/Exposed areas | X |   |   |   |

| **Equipment Used** |
| --- |
| **Equipment Used** | **Never** | **Occasionally** | **Frequently** | **Constantly** | **Vehicle Type** |
| Operate vehicles (Select Vehicle) | X |   |   |   |  |
| Use hand tools | X |   |   |   |  |
| Use power tools | X |   |   |   |  |

| **Physical Requirements** |
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| **Physical Dimension** | **Never** | **Occasionally** | **Frequently** | **Constantly** | **Weight** |
| Sitting |   |   |  | X |  |
| Standing |   |   | X |   |  |
| Walking |   | X  |  |   |  |
| Stooping/Climbing |  X |  |   |   |  |
| Carrying |   | X |   |   |  |
| Kneeling |  X |  |   |   |  |
| Crouching | X  |  |   |   |  |
| Bending |   | X |   |   |  |
| Crawling |  X |  |   |   |  |
| Reaching |   | X |   |   |  |
| Handling |   | X |   |   |  |

| **Sensory Requirements** |
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| **Sensory Dimension** | **Never** | **Occasionally** | **Frequently** | **Constantly** | **Vision Type** |
| Vision |   |   |  | X  | Near |
| Depth Perception |   | X  |  |   |  |
| Color Vision |   |   |  | X  |  |
| Peripheral |   | X  |  |   |  |
| Concentration |   |   |  | X  |  |
| Use of keyboard or touchscreen |   |   |  | X  |  |
| Talking |   |   | X |   |  |
| Feeling | X  |   |  |   |  |
| Smelling | X  |   |  |   |  |

**The above statements are intended to describe the general nature and primary responsibilities of this job classification. Specific duties and tasks may vary based upon departmental needs. Other duties may be assigned to the above consistent with the knowledge, skills, and abilities required for the job. This a job profile description and not all duties may be assigned to a specific position in each individual department.**

End of Job Description