



Job Title: Senior Grants and Contracts Manager (Requisition 110328)

The Duke University School of Medicine Research Administration Support Resource (RASR) group is looking for a dynamic individual to manage a shared resource group of grants and contracts personnel dedicated to assisting with pre- and post-award activities for sponsored research activities in departments with a large and diverse portfolio of grants and contracts. *Remote work is an option for this position under specific circumstances.* Interested parties should apply online [here](#).

Position Summary

Directs and coordinates staff, systems and procedures related to processing of sponsor-supported contracts and agreements; manage daily activities of the grants and contracts group; develops goals and objectives for the unit. Oversees pre-award and post award sponsored research activities for units with highly complex grants and contracts portfolios. Oversees the post- award review of extramural funding including government and non-government grants, foundation awards and contracts on behalf of the departments and its functional groups to assure institutional and sponsor compliance, budgetary appropriateness, and compliance of grant and contract awards to applicable governmental or other sponsor guidelines.

Research Administration & Financial Management Responsibilities

- Contributes to the establishment of performance improvement priorities for departments, CRUs, and for the organization as a whole. Develops and implements strategies for enhancing research administration performance at Duke.
- Develops new proposal processes, tools or activities, as appropriate, and mentors study team members on those activities.
- Participate in proposal development and submission in collaboration with Grants and Contracts Administrators, PIs, study teams, and central pre-award offices
- Supervises the day-to-day grants management, including: Reconciliation and analysis of monthly financial statements for the various Principal Investigators, monthly reporting, and submits reports to the Business Manager and Director of Central Grants Administration. Maintains communication with these Directors to report and address any grant- related administrative or compliance issue in a timely manner.
- Initiates various personnel actions including hiring, performance appraisal, promotions, transfers, and vacation schedules for shared resource group.
- Conducts the effort monitoring process for all faculty and staff in the department, including regular review of faculty and research study team effort.
- Support the project close out processes

Education, Experience and Skills:

- Required:
 - Bachelor's Degree (any discipline) plus five years of relevant grants and contracts experience
 - OR High School diploma or equivalent + 9 years of experience in research administration may substitute for minimum education requirements
- Preferred:
 - CRA or MBA degrees

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For any questions, please contact Dana Sanders, Director, Research Administration at danaksanders@duke.edu.

You can also use this link to apply:

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<https://career4.successfactors.com/sfcareer/jobreqcareer?jobId=110328&company=dukeuniverP1>