



SPONSORED RESEARCH BUSINESS MANAGER

DRI seeks a highly motivated, well-organized person for the position of Sponsored Research Business Manager in the Division of Earth and Ecosystem Sciences (DEES) in Reno, NV.

Primary duties include:

- Act as the Division's sponsored research administrator working directly with faculty, staff, and administration to develop grant proposals and contract bids for research projects.
- Coordinate the development of 60+ proposals per year.
- Assist faculty in responding to RFP/RFQ/RFA guidelines.
- Create research proposal budgets.
- Review proposal packages for accuracy and compliance.
- Authorize and submit final proposal.
- Pre- and post-award administration.
- Review and negotiate award terms and conditions.
- Track and authorize all internal and external expenditures.
- Prepare and monitor of sub-awards and request contractual amendments from sponsors.
- Developing recharge rates for specialized service centers.
- Assists the Executive Director with budgets and operations.
- Works collaboratively with other business managers and the Sponsored Projects Office, HR, and Financial Services Office.
- Supervise business staff team.

BENEFITS

DRI offers a benefits package that includes health, dental, vision, and life insurance; including 15.50% retirement match, 24 annual leave days, beginning balance of 30 sick leave days, 11 paid holidays, educational benefits, and the choice of three health insurance plans that can be supplemented with flexible spending accounts or health savings accounts. Additionally, there is no state income tax and no social security deduction. This position is eligible for relocation assistance.

PAY

The expected minimum starting salary is \$90,000 per year, but is negotiable based on education and experience.

Due to the current health and safety emergency declaration, anyone hired must receive a complete (and verified) COVID-19 vaccination series or an approved medical or religious waiver request as a term and condition of employment prior to any start date at any Nevada System of Higher Education (NSHE) institution.



REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university in a science field, business administration, accounting, or closely related field.
- 5 years of full-time relevant experience in a sponsored-research environment, including pre and post-award administration of grants/contacts from a variety of Federal, State and private organizations.
- Experience in cost estimating, research proposal budget development and grant/contract expenditure tracking.
- Experience with electronic proposal submissions.
- Knowledge of Federal Circulars and Regulations.
- Excellent interpersonal, organizational, management, and supervisory abilities.
- Ability to prioritize and complete multiple tasks within competing time constraints.
- Able to multi-task and deliver in a deadline-driven environment.
- Strong oral and written communication skills.
- Demonstrated proficiency in Word, Excel, and automated accounting systems.
- US Citizenship.

For questions regarding this position, or assistance with your application, please email recruit@dri.edu or call the recruiting office at 775-673-7319.

For more details, go to www.dri.edu/careers or scan the QR Code!

