

Global/Domestic, Director of Grants and Contracts - (1900010T)

The University of Maryland, Baltimore (UMB), [Institute of Human Virology \(IHV\)](#) is currently recruiting for a **Global/Domestic, Director of Grants and Contracts**. IHV has a \$100M+ portfolio consisting of Basic Research, Clinical Care, Clinical Trials, International Service Delivery and International Technical Assistance grants and contracts funded by NIH, CDC, USAID, pharmaceutical companies and other funding sources. IHV's grants are executed through the University of Maryland Baltimore's Sponsored Programs office.

Benefits Information:

UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

Primary Duties:

- Provide direction to institute by assuring that proposals and awards comply with federal, state, agency, and institutional policies. Direct the authorization and transmittal of all proposals and negotiates complex agreements. Develop, enhance, and provide guidance to all contract and grant functions for business unit and staff members. Collaborate with management to ensure the deliverance of high quality service.
- Provide direction and leadership for operational aspects of contracts and grant management business operation matters and policy development and implementation.
- Provide expertise in strategic planning, organizational and management analysis, and grants and contracts management for the unit. Provides PI and management with adhoc reports in support of strategic plan. Direct the authorization and transmittal of all proposals and negotiate complex agreements. Develop, enhance, and provide guidance to all lifecycle contract and grant functions.
- Oversee the provision of information regarding research funding opportunities to faculty members. Assist faculty in administering and maximizing funds available to conduct research. Review, interpret, communicate, and ensure sponsor guidelines are in compliance and eligibility information is defined within proposals.
- Oversee all documentation for the department and the sub awards. Identify and gain approvals for invention statement and publications have been completed in ERA commons.
- Ensure that the evaluation criteria for review of grant and contract applications and funding agency guidelines and regulations are followed. Advise faculty as to policies and procedures of those agencies as well as those of the state and University.

- Oversee the completion of institutional documentation and records related to compliance functions as they impact the portfolio and regulatory matters. Ensure that OGC systems and processes capture sufficient data and support or complement the compliance program. Review and approve reports, including financial reporting and grant applications. Ensure financial reporting to internal and external recipients is accurate and reconciles with records. Responsible for effort reporting and cost sharing decisions related to administration and development within the unit.
- Maintain database of all grants submitted including tracking individual faculty grant histories, success rates by agency, and providing faculty with historical perspectives regarding research opportunities. Translate program requirements into contract terms in consultation with PI. Identify, develop, and ensure contract requirements contain quantifiable specification and measurable performance criteria. Validate the performance criteria will meet the requirements.
- Identify issues and independently resolve and assist others in issue resolution as needed. Anticipate roadblocks and able to independently resolve.
- Develop safeguards to ensure the integrity of grant administration or contracts and protects the University from financial losses. Ensure sub awards are in compliance with terms and conditions. Participate in continuous improvement initiatives by analyzing and modifying practices to adjust to capacity and provide maximum effectiveness.
- Provide direction of partnership by consulting on complex contracts that require integrating proposals from subcontractors and other third parties. Establish review criteria to understand if partnership is a vendor vs. subcontract.
- Create a cohesive work team that works collaboratively to achieve unit's goals. Perform other duties as assigned.

Qualifications:

Education:	Bachelor's degree. Master's degree preferred.
Experience:	Seven (7) years progressively building research administrative background with at least four years in full life-cycle research administration
Supervisory Experience:	Three (3) years in a management/leadership level.
Other:	Financial disclosure reporting required by State of Maryland Ethics Committee.

Knowledge, Skills, and Abilities:

Thorough knowledge of position requirements. Thorough knowledge of all applicable requirements, regulations, and laws. Skill in effective use of applicable technology/systems. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Ability to support a mission and strategic vision. Instructional, training, and teambuilding skills to strengthen and cultivate relationships. Skill in consultation and change management.

Hiring Range: Commensurate with education and experience

To apply, please click [HERE](#)

If accommodations are needed for a disability, please contact Staffing & Career Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.

Equal Opportunity/Affirmative Action Employer. Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.