Executive Director, Sponsored Programs Foundation

Closes: Thursday, March 26, 2020

(Job #20-02) Administrator III, Executive Director, Sponsored Programs Foundation. Humboldt State University invites dynamic professionals and experienced University Research Administrators to apply for the position of Executive Director, Sponsored Programs Foundation (SPF). Salary is commensurate upon qualifications and experience. This is a full-time, benefited, 12-month pay plan position in the Office of Research and Sponsored Programs Foundation. This position is an Administrator III in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information, including the extensive benefits package, can be found at http://www.calstate.edu/HRadm/policies/mpp.shtml. The position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: The Executive Director will provide leadership and day-to-day management of the Sponsored Programs Foundation under the supervision of the Provost and Vice President of Academic Affairs. In this capacity, the Executive Director will plan, develop, implement and monitor policies and systems. The Executive Director will oversee compliance programs and audit processes, coordinate contract functions with other administrative units and lead a professional staff in support of the University’s research capacity.

Duties: The Executive Director is responsible for achieving the goals and objectives critical to the SPF mission. The Executive Director will play a leadership role in cultivating on-campus research networks at HSU, interacting with the SPF Board of Directors, overseeing SPF office operations, overseeing SPF human resources, ensuring compliance with regulatory and ethical requirements, and catalyzing external partnerships.

The Executive Director cultivates opportunities for faculty to initiate, develop, and grow partnerships for research, scholarship, creative activities, public service, and related activities. They assist centers and programs, faculty and staff to identify and match funding opportunities to research interests. They participate and take a leadership role in the CSU research network in advocating research as a complementary component of student learning; serve as HSU’s representative with the Chief Campus Research Officers (CCRO), the Agriculture Research Institute (ARI), California State University (CSU) Research Administrative Committee (RAC), along with chairing the CSU Research, Scholarship and Creative Activity (RSCA) annual competition. The position requires overnight travel.

The Executive Director communicates and coordinates with the Sponsored Programs Foundation Board of Directors and provides all essential documentation regarding performance of SPF. The Executive Director reports to the Provost and Board President on metrics associated with grants and contracts and attends Office of Academic Affairs (OAA) meetings as a representative of SPF.

The Executive Director assists in proposal development and grant administration, manages and oversees all pre-award and post-award services and operations in support of grants, including: manages a partnership with business/financial services on post-award financial processing and ensure timely and effective performance of these functions; ensures the availability of effective communication mechanisms and training programs for faculty and staff; serve as the HSU SPF representative on all audit and accounting matters with on and off campus personnel; oversees campus approval procedures for submitting externally funded proposals and budget award process; develops and manages all aspects of the HSU SPF budget including investments, cash flow issues and properties; and oversees the development of campus proposals for facilities and administrative (indirect) cost rates.

The Executive Director oversees the HSU SPF human resource functions (i.e., recruitment, compensation, classification, benefits, leaves, compliance programs, etc.) working closely with Human Resources; supervises all SPF staff.

The Executive Director interprets and applies HSU, CSU, federal and state research regulations and policies for HSU SPF and the campus community; communicates with departments, centers and colleges regarding fiscal issues.

(Continued on next page)
related to submission, management, and implementation of grants and contracts; reviews/approves contracts and coordinates contract/agreement development with other campuses and agencies; serves as an advisor to PI's on issues related to grant and contract management; oversees program reporting to external agencies as required; and functions as a liaison between SPF staff, PI's, and Deans when conflict or adverse events occur.

The Executive Director plays a leadership role that catalyzes external research partnerships. They assist in finding new funding opportunities including local, state, federal, and international opportunities from varying types of funders, including government, non-profit, and private/commercial sources.

Minimum Qualifications:
- A Bachelor's degree from an accredited institution of higher education and five (5) years of full-time equivalent professional experience in sponsored programs administration or research organization management with a significant amount of external funding ($25+ million);
- Demonstrated experience in directing the work of at least ten (10+) professional staff, which includes hiring, training, supervising, and evaluating employees;
- Expertise in all phases of contract and grant proposal development and post-award administration, preferably in a higher education setting;
- Knowledge/experience with application of Uniform Guidance, state and funder regulations regarding grant and contract administration.

Knowledge, Skills & Abilities: The Executive Director will be able to demonstrate an understanding of the challenges of grant administration within the framework of larger higher education institutional goals and be able to contribute with ideas, concepts, guidelines, policies and procedures that enhance the growth and effectiveness of grants and contracts administration. They will have the ability and capacity to build productive working relationships with staff of multiple departments; respond quickly/effectively to needs of Principal Investigators (PI's) and project staff while ensuring compliance with guidelines of funding agencies and University/CSU policies. The Executive Director will provide strong leadership, supervision and motivation for department staff.

- Specific experience in hiring, training, supervising and evaluating employees;
- Experience with fund accounting, audits and fiscal management procedures;
- Knowledge and working implementation of federal and State of California regulations regarding grant and contract administration;
- Advanced writing and communication skills;
- Knowledge and experience with electronic research administration systems Preferred: The ideal candidate will be able to demonstrate a successful track record in administering a university; and
- Additional program specific certifications preferred, including but not limited to Certification in Research Administration.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form)

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/74534

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, March 26, 2020. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (20-02) and applicant’s last name in the subject line of the message.
Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Class Code: 3396

Publication Date: February 25, 2020

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.