

# **California State University, Fresno Association, Inc.**

## **DIRECTOR OF POST-AWARD ADMINISTRATION – FOUNDATION FINANCIAL SERVICES**

### **JOB ANNOUNCEMENT #24-631**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with Foundation Financial Services through the California State University, Fresno Association, Inc.</b> The Director of Post-Award Administration has the primary responsibility to ensure that all grants, contracts, and sponsored programs are administered effectively and efficiently. The Director leads the post-award function ensuring overall compliance and coordination with University, Foundation, and sponsoring program policies, procedures, and guidelines.</p> <p>The Director is responsible for all administrative and operational functions for post award program administration, ensures that all grants, contracts, and sponsored programs are administered efficiently and effectively from set up through close-out. The position is responsible for troubleshooting, problem resolution, compliance oversight as well as coordinating all internal and external audit efforts and responses. The Director ensures compliance and development/training for internal staff as well as campus faculty and staff. In addition, the Director provides leadership and oversight for the team to ensure and support strategic initiatives related to post-award aspects of all grants and contracts.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Provides leadership, supervision, and oversight of staff and functions related to post-award aspects of all grants and contracts to ensure operational effectiveness in in all post award management functions.</li> <li>• Responsible for management of all functions within sponsored programs from set up through close-out, including timely invoicing of sponsors, accounts receivable, financial project reporting, effort reporting, close-outs, project and department budgeting, expenditure allowability, and efficient departmental systems operations. When necessary, serves as final post-award liaison between the project and the sponsoring agency.</li> <li>• Responsible for providing leadership, supervision, and training to post-award team, which includes hiring, training, developing, and evaluating staff in compliance with auxiliary policies and procedures.</li> <li>• Maintains productive relationships and provides expert advice and counsel to research administrators, faculty, external colleagues, and sponsor partners on research administration matters including interpretations of contract terms and conditions, risk mitigation, and government regulations; monitors proposed legislation and developing issues that could affect the University.</li> <li>• Ensures the terms of all contracts, research agreements, nondisclosure agreements, teaming agreements, and other formal agreements or legal instruments are favorable to the University and conform with University and/or Auxiliary policies and procedures.</li> <li>• Manages audits related to sponsored programs, co-coordinating with sponsor representatives on all internal and external audits and compliance reviews when needed.</li> <li>• Continuously evaluates, reviews, and recommends updates and refinements to Foundation policies, procedures, and processes to ensure efficiency, effectiveness, and compliance with state, federal, and other regulations to minimize sponsor disallowance and loss of contract reimbursements.</li> <li>• Works closely with the Office of Research and Sponsored Programs (“pre-award”) ensuring that proposals, contract revisions, and other priorities transition from pre-award to post-award seamlessly.</li> <li>• Oversees the development and implementation of training activities and training materials appropriate for campus personnel regarding compliance issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintains compliance with provisions with Uniform Guidance, sponsor guidelines, budgets and restrictions, and University and Auxiliary policies and procedures, while providing a strong service-oriented interface with project directors and other campus stakeholders.</li> <li>• Ensures compliance with University and Auxiliary policies on Cost Sharing and any related sponsor requirements.</li> <li>• Anticipates emerging issues and facilitates problem resolution; identifies communication and training issues amongst all internal and external constituencies served; handles potentially sensitive issues that may affect current or future funding and the professional reputation of the University and Foundation.</li> <li>• Attends professional meetings, prepares, and delivers presentations and workshops on aspects of best practices.</li> <li>• Conducts employee performance evaluations and defines goals for improved performance and professional development; responsible for needs assessment, development, implementation, and evaluation of training for the Post Award team.</li> <li>• Responsible for keeping the Executive Director apprised of new requirements and trends in grant and contract management as well as potential issues that involve sponsored program management.</li> <li>• Performs other job-related duties as assigned.</li> </ul>
<p><b>POSITION REQUIREMENTS:</b></p>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in business administration, public administration or related area required. <ul style="list-style-type: none"> <li>○ MBA and/or CPA preferred.</li> </ul> </li> <li>• Seven (7) or more years of experience in research/post award administration or contract administration preferred.</li> <li>• Five (5) or more years of experience in managing and supervising professional level staff.</li> <li>• Ability to manage the needs of multiple stakeholders and multiple teams to accomplish short and long-term goals.</li> <li>• Exceptional written and verbal skills, including proven presentation and negotiation skills. Experience leading trainings and team-building initiatives. Ability to work with all levels of the University and community, including faculty, staff, campus administrators, public groups, and/or boards of directors.</li> <li>• Excellent leadership skills, including excellent decision-making, problem-solving, collaborative, and analytical skills.</li> <li>• Ability to construct complex documents, to understand and explain a wide variety of legal, financial, and administrative concepts, and to analyze and synthesize complex data using logic and quantitative reasoning.</li> <li>• Expert computer skills, including experience with computer systems and software packages used for the administration of grants and contracts.</li> <li>• Must be willing to attend professional meetings in various locations throughout the state and nationally.</li> <li>• Demonstrated knowledge of state and federal funding agency policies, procedures, and regulations regarding the administration and performance of grants and contracts, general knowledge of state agency contract requirements.</li> <li>• Extensive knowledge of regulations and procedures related to the administration and performance of grants and contracts and a thorough knowledge of and experience with OMB circulars A133, A110, A21, FAR and major federal funding agency guidelines.</li> <li>• Demonstrated knowledge and a basic understanding of accounting principles and fiscal records development, maintenance, and reporting. Knowledge of the principles of budget development and maintenance.</li> </ul>

<b>COMPENSATION:</b>	<b>\$7,916.67 – \$9,166.67 per month (\$95,000 - \$110,000 annual).</b> Salary will be commensurate with education and experience. Benefits include medical, dental, vision, life insurance, CalPERS retirement, vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	Application review begins on <b>July 31, 2024</b> . Position will remain open until filled.
<b>TO APPLY:</b>	Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.  <b>Employment application and resume must be emailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.*

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