***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Contracts And Grants**

Job Family: Research Administration Sub Family: General Contracts & Grants

**Job Summary:**

Provides direction to institute, center, or large department by assuring that proposals and awards are in compliance with federal, state, agency and institutional policies. Directs and manages the authorization and transmittal of all proposals and negotiates the most complex agreements. Develops, enhances, and provides guidance to all contract and grant functions for business unit and staff members. Collaborates with upper level management within unit and throughout campus in order to ensure the deliverance of high quality service.

**Essential Functions:**

* Oversees grant and contract activities, including in participating in negotiations and consulting on more complex contracts that may require integrating proposals from subcontractors and other potential third parties.
* Provides direction and leadership for operational aspects of contracts and grant management business operation matters and policy implementation.
* Performs general administration, to include initiating and approving budget requests, along with supervision, training and evaluating staff.
* Models and trains staff on the consultative approach to problem solving and negotiation with internal and external constituents.
* Analyzes and modifies practices to adjust the capacity and provide maximum effectiveness to the business unit
* Designs and implements team concepts for grant management
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in related field

Experience: Seven (7) years progressively building an administrative background with at least four (4) years the area of research administration,

Supervisory: Three (3) years of supervisory experience

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

Financial Disclosure required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1445H

SOC Code: 111020 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E21144 AAP Code: 1C