THE UNIVERSITY OF IOWA
Public Policy Center

Office of Research
and Economic Development

Iowa Social Science Research Center
Grant Development Manager

University Classification:	**Research Support Manager**		
UI Job Code:	**PRM3**	UI Pay Level:	**5A**
Position #:	**00162406**	Org/Dept/Sub-dept #:	**04 / 0220**
Position Reports to:	**Boehmke, Frederick**		**00101561**
	Name		Position #

Does this position have Administrative Supervision? ☐ Yes ☒ No

Position Specific Summary:
Under the supervision of the Faculty Director of the Iowa Social Science Research Center (ISRC), the Grant Development Manager will facilitate an environment that encourages creativity and enthusiasm for excellence in social science research and scholarship. This includes identifying and promoting funding opportunities and proactively assisting faculty, staff and students in the grant proposal development and submission process. The Grant Development Manager will serve as an informational resource for Principal Investigators and their department staff to assist in navigating post-award administration tasks and requirements. The person in this position will serve as a liaison to departments and Principal Investigators regarding the ISRC and other research resources related to the University and will work closely with the Public Policy Center Administrative Team.

Key Areas of Responsibilities and Specific Job Tasks

Classification Key Areas of Responsibilities	Specific Job Duties and Tasks
Grant Exploration and Development	• Monitor grant opportunities and notify social science faculty of grant/contract opportunities available in their area of interest. • Respond to faculty inquiries regarding specific grant opportunities; make recommendations regarding economic feasibility; establish timelines to assure project deadline dates are met; monitor progress of proposal development. • Develop budgets; comply with internal and sponsor deadlines; obtain institutional approvals; and route proposals.
Post-Award Administration/Financial Responsibility	• Serve as an informational resource for Principal Investigators and their department staff as they manage grant and contract budgets, including forecasting and interpreting funding agency and University guidelines. • Work with PIs and their department staff to assure required program reports are completed and sent to funding agencies. • May assist in budget development and provide projects and recommendations.
Operational/Administrative Support	• Develop and implement strategic planning to meet grants-related goals of the social science departments. • Provide necessary training and support based on new and/or changing guidelines. • Assemble, edit and distribute program-related educational and promotional materials.
External Communications and Negotiations	• Serve as liaison to internal organizations (Division of Sponsored Programs, Human Subjects Office, Vice President for Research and Economic Development office, Grant Accounting, etc.) and external funding agencies (federal sponsors, private foundations, professional organizations, etc.). • Serve on grant and research-related committees.
Compliance	• Assist faculty, staff, and students in navigating the compliance requirements, assuring compliance with contract/grant terms in accordance with University policies and state and federal regulations.

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Other duties as assigned.

Universal Competencies

Positive Impact/Achieving Results Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.	Expected Proficiency Level: Extensive • Ensures time, resources, energy, learning opportunities, and actions are focused on priorities that matter to the changing workplace. • Creates a team environment of accountability and commitment for reaching goals and desired results; ensures team is developed to address future needs. • Ensures compliance with codes of ethics that benefit the overall good of all constituents. • Demonstrates and communicates a big picture understanding of the organization, its interrelationships, and priorities.
Service Excellence/Customer Focus Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.	Expected Proficiency Level: Extensive • Participates in developing a variety of effective ways to deal with service challenges. • Models service delivery and coaches others to deliver excellent service in a variety of settings. • Communicates well with direct reports, peers, leadership and external constituents. • Utilizes various methods for information sharing and information gathering. Modifies processes to enhance service.
Collaboration and Embracing Diversity Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.	Expected Proficiency Level: Extensive • Establishes and maintains positive and productive working relationships within and outside of own area and background. • Identifies and resolves disagreements/conflicts in early stages. • Promotes a safe, equitable, respectful environment in which concerns can be addressed effectively. • Recommends changes to work practices and policies to promote transparency and approachability.

Technical Competencies

Grants and Contracts Development and Management	Expected Proficiency Level: Extensive • Identifies strategies for educating grant applicants about financial and programmatic accountability to comply with funder requirements; determines when a grantee should be referred for enforcement. • Identifies effective practices for developing and managing realistic, accurate line-item and narrative budgets (includes indirect costs, allowable versus non-allowable costs, etc.) • Identifies work strategies for submitting high quality proposals on time. • Develops, implements and communicates policies and practices for contract and grants. • Identifies sources of in-kind matches for project budgets. • Establishes working relationships with internal grant seekers and external sources and resources; negotiates to address specific organizational policies and/or needs.
Budgeting	Expected Proficiency Level: Extensive • Develops and manages large and important budgets. • Uses organization's preferred budgeting software tools. • Works with business managers to create appropriate budget amounts. • Evaluates past business decisions and associated budgetary considerations and impact.

Relationship Management	Expected Proficiency Level: Extensive
	• Maintains productive, long-term relationships with "customers."
	• Conducts periodic reviews of work effort, progress, issues, and successes.
	• Creates opportunities to educate teams on "customer" priorities.
	• Participates in defining the terms of the services provided in a collaborative relationship.
	• Communicates to "customers" regarding expectations of all parties.
	• Empowers others to establish collaborative, healthy relationships.
Effective Communications	Expected Proficiency Level: Extensive
	• Communicates well downward, upward, and outward.
	• Employs appropriate methods of persuasion when soliciting agreement.
	• Maintains focus on the topic at hand.
	• Adapts documents and presentations for the intended audience.
	• Reviews others' writing or presentations and provides feedback and coaching.
	• Demonstrates both empathy and assertiveness when communicating a need or defending a position.
Accuracy and Attention to Detail	Expected Proficiency Level: Extensive
	• Processes detailed information with high levels of accuracy.
	• Productively balances speed and accuracy.
	• Implements a variety of cross-checking approaches and mechanisms.
	• Evaluates and makes contributions to best practices.
	• Demonstrates expertise in quality assurance tools, techniques, and standards.
	• Employs techniques for motivating personnel to meet or exceed accuracy goals.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:

Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

Position Qualifications

Education or Equivalency Required	Bachelor's degree in Business Administration or related field is required or an equivalent combination of education and experience.
Required Qualification	Considerable experience (3-5 years) of demonstrated grant-related experience, including identification of funding opportunities, proposal development/submission, and grant budgeting and management, is required.
Required Qualification	A demonstrated comprehensive knowledge and understanding of public and private funding agencies and their policies and regulations is required.
Required Qualification	Demonstrated experience providing the highest quality customer service including excellent communication and relationship management skills, as well as ability to be flexible and responsive.

Required Qualification	Demonstrated ability to independently manage and prioritize multiple responsibilities and tasks while successfully meeting deadlines.
Highly Desirable Qualification	Grant related experience in higher education setting is preferred.
Highly Desirable Qualification	Experience working with computer programs or applications specific to grant submissions (e.g. Cayuse, Fastlane, eRA Commons, etc.)
Desirable Qualification	A strong research background with experience in survey research is preferred.
Desirable Qualification	A comprehensive knowledge and understanding of University of Iowa grant and research related policies such as IRB, and procedures is preferred.