

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Executive Director, Research and Governmental Grants (Unclassified)

**Requisition Code:**

S2300620

**Location:**

Galloway - Main Campus

**Job Category:**

Management

**Department:**

Office of Research & Sponsored Programs (210010)

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

**Posted Date:**

01/18/2023

**Closed Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

**Responsibilities:**

- Create and maintain appropriate policies, procedures, handbooks, and guidelines to ensure compliance for all areas of research grants in collaboration with appropriate stakeholders
- Provide leadership in a collaborative environment for all stages of research, federal and state grants, including identifying grants, pre-awards, and post-award processes
- Implement research administration or governmental grant-related workshops and trainings for faculty and staff
- Identify and share potential funding opportunities as well as assist faculty and staff on grant proposals and budget development
- Streamline the internal review and submission processes for externally submitted applications
- Streamline post-award processes to ensure efficient and accurate use of grant funds;
- Coordinate with other divisions to streamline research administration infrastructure, policies, and practices
- Monitor and/or negotiate project agreements to ensure compliance with federal and/or state laws and University regulations in collaboration with Project Director, Compliance Officer, and Office of Legal Counsel
- Participate in the negotiations of cost-share, matching funds, in-kind, and facilities requirements of funding proposals, as needed
- Monitor use of grant funds to ensure accurate and timely reporting to external agencies
- Maintain project reporting, monthly grant activity reports, effort reports, scholarly activity report and oversee preparation of the annual statistical information for the office
- Train and cross-train office staff on duties in office as well as grant and grant-compliance related information
- Supervise personnel, provide guidance and counsel, and complete related personnel actions in line with collective bargaining units as needed
- Implement, maintain and upgrade grant management software which will improve the accuracy, efficiency and productivity in the office
- Other duties as assigned by the Associate Provost and/or Provost and Vice President

**Required Qualifications:**

- Master's degree from an accredited institution
- Demonstrated significant and progressive administrative experience and proven leadership acumen
- A minimum of 3 years' experience in program planning, direction and coordination for policy/procedure development and implementation
- A minimum of 5 years prior experience in research administration in the areas of proposal development, financial management, effort reporting, and project close-out, including a working knowledge of Generally Accepted Accounting Principles and OMB Uniform Guidance for Federal Awards

**Preferred Qualifications:**

- Doctoral degree from an accredited institution
- Evidence of grant writing and/or history of having received grants
- Substantial evidence of research and scholarly activity
- Possession of Certificate in Research Administration or similar credential

**Required Documents:**

Curriculum Vitae, Letter of Interest, Unofficial Transcripts

**How To Apply:**

**Screening of applications begins immediately and will continue until the position is filled. Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF**

1. A letter of interest describing specific skills and experiences
2. A current curriculum vitae
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.