



FINANCIAL SERVICES
THE UNIVERSITY OF UTAH

2025

Executive Director, Post Award Research Management

Contents

The Opportunity 2

Position Summary 2

Performs other duties as assigned consistent with the knowledge, skills, and abilities required for the
job. Qualifications..... 3

 Required Experience..... 3

 Preferences 4

About the University of Utah..... 4

Procedure for Candidacy 5

The Opportunity

The University of Utah (university), the state's flagship institution of higher learning and a major teaching and research university, seeks a creative, strategic, and collaborative leader to serve as its Executive Director, Post-Award Research Administration (Executive Director). Reporting to the Chief Financial Officer (CFO), the Executive Director has responsibility for leading their team in the day-to-day operations of the post-award activities that support the university's research priorities and strategic objectives. This position will engage and collaborate with relevant stakeholders including Deans, faculty and departments as well as other research leaders and will be responsible for the development and streamlining of business processes and system changes that improve the effectiveness, efficiency, education, and customer service of post-award grant management. It is expected that this position will partner with other stakeholders within Financial Services, and the Office of Sponsored Programs to promote and drive change management to develop consistent and efficient business processes that are both standardized and service-focused.

Position Summary

The Executive Director will have overall responsibility for the following:

1. Provide leadership, planning and operational management/oversight for sponsored program post-award administration, including the Grants and Contracts Accounting, Compliance Oversight and Reporting, and Cost Accounting and Analysis teams.
2. Aggressively pursue process improvement and simplification and partner with other members of Financial Services and the Office of Sponsored Programs leadership team to improve systems leading to better, more standardized research administration practices at the university.
3. Directly oversee supervision of staff involved with the administration of grants and contracts, including 3 Associate Directors – Grants and Contracts Accounting, Compliance Oversight and Reporting, Cost Accounting and Analysis.
4. Provide direction and oversight of professional staff with responsibility for personnel decisions including hiring, firing, evaluation, training and promotion; determines priorities and work assignments.
5. Develop staff to support the university's priorities and to better establish the Office of Post Award Research Administration (PARA) as a "Center of Excellence" in providing post-award research administration guidance and services.
6. Lead teams to facilitate research and provide proper stewardship of sponsored funds.
7. Oversee post-award team compliance to meet uniform guidance, sponsor, and university requirements.
8. Manage, plan, and evaluate unit operations, actions, and responsibilities to ensure compliance with all relevant federal and state laws and university and sponsor policies and regulations.
9. Lead and serve as the point of contact with external and internal auditors and sponsors as needed.

10. Develop, implement, evaluate and/or revise post-award policies and procedures, and collaborates with other directors and university offices in the development of research administration policies and procedures.
11. Establish operating procedures to increase consistent practices and achieve a reputation of standardized, client-facing, excellent service to university investigators and staff.
12. Promote research administration education and training for post-award activities for university staff and investigators.
13. Respond to questions and resolve problems related to sponsored program award administration, fiscal, and other grant management issues. Solve difficult and complex post-award problems.
14. Provide authoritative support in interpretation and implementation of sponsor requirements.
15. Keep abreast of current issues in research administration through participation in national associations on behalf of the university, such as FDP, and professional associations such as NCURA, SRA, COGR, and effectively communicates expected changes or new requirements with university investigators and staff.
16. Work in partnership with other operational units (i.e., Research Strategy, Office of Research Integrity and Compliance, Office of General Counsel, etc.) in support of the university's mission to establish, maintain, and grow research partnerships with funding agencies/organizations (public and private) and businesses/corporations within the state and around the world.

Performs other duties as assigned consistent with the knowledge, skills, and abilities required for the job.

Required Experience

- Requires a bachelor's (or equivalency) + 10 years or a master's (or equivalency) + 8 years of directly related work experience. Assumes work equivalency (1 year of higher education can be substituted for 1 year of directly related work experience)
- Knowledge of federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance (2 C.F.R. Part 200) as they relate to sponsored program activity.
- Proven record of progressive leadership and coaching professional and other staff. Strong ability to recruit, mentor, supervise and evaluate staff at a variety of levels.
- Ability to work across units to develop policies and procedures and to solicit feedback for the improvement of operations.
- Ability to research and assist with the resolution of highly complex issues with legal, fiscal and ethical/compliance implications.

- Demonstrated ability to develop and prioritize unit long and short-term plans, goals, and objectives, and independently implement and monitor them for achievement.
- Excellent oral and written communication and interpersonal skills, with a demonstrated ability to work collaboratively within a team and between teams as well as constituents external to the Office of Research and Innovation.
- Considerable critical thinking, problem solving crisis management, and decision-making abilities.
- Excellent computer skills that include a good working knowledge of University ERP financial systems (PeopleSoft) and research administration systems.

Preferences

- Master's in Business Administration or related field from an accredited institution of higher education.
- Certified Research Administrator (CRA) preferred.
- PeopleSoft experience strongly preferred.
- Direct work experience in a university or college setting.

Knowledge, Skills, and Abilities

- Strong written and oral communication skills.
- Project management skills and expertise in leading a team and supervising others.
- Ability to solve complex issues.
- Proficient with Microsoft Office suite, especially Excel and PowerPoint, and Adobe Acrobat.
- Well-developed interpersonal and customer service skills.

About the University of Utah

The University of Utah is the state's flagship institution of higher education, with 18 schools and colleges, more than 100 undergraduate and 90 graduate degree programs, and an enrollment of more than 36,000 students. It is a member of the Association of American

Universities—an invitation-only, prestigious group of 65 leading research institutions marked by excellence in academic expertise and research impact, student success, and securing resources in support of core missions. The U is also a member of the Big XII, one of the nation's premier athletic conferences.

With revenues close to \$8 billion (FY24), the university is considered one of Utah's primary economic engines and is among the state's largest employers. The university spent more than \$704 million in FY24 in sponsored research funding, which has a direct impact on the state's economy. The university is a catalyst for a research corridor through northern Utah that is a hotbed for technology and development activities, colloquially known as Silicon Slopes.

The university offers a comprehensive benefits package including:

- Excellent health care coverage (<https://www.hr.utah.edu/forms/lib/SummaryComparisonEmployeeHCP.pdf>) at affordable rates
- 14.2% retirement contributions (https://www.hr.utah.edu/benefits/retire_401aPlan.php) that vest immediately
- Generous paid leave time (<https://www.hr.utah.edu/benefits/paidLeave.php>)
- 11 paid Holidays per year
- Tuition reduction (<https://www.hr.utah.edu/benefits/tuition.php>) for employee, spouse, and dependent children
- Flex spending accounts (<https://www.hr.utah.edu/benefits/fsa.php>)
- Free UTA TRAX/ Bus pass for all employees
- Professional development opportunities

Additional benefits information is available at www.hr.utah.edu/benefits

Procedure for Candidacy

Applications should include, as separate documents, a letter of interest addressing the themes in this profile, and a CV or resume. References will not be contacted without candidates' knowledge.

Apply at <https://financialservices.utah.edu/financial-services-job-openings/>.