



Director of University Sponsored Grants

POSITION: Director of University Sponsored Grants
SUPERVISOR: Vice President for Institutional Advancement & Public Affairs/CAO
DEPARTMENT: Office of Institutional Advancement & Public Affairs

GENERAL JOB DESCRIPTION

The Office of Institutional Advancement & Public Affairs is seeking a qualified Director to oversee the creation of a Center for Research and Grants at Tiffin University. Once established, this center will play a critical role in achieving the university's vision for supporting externally sponsored activities through capacity building efforts and aggressively pursuing grants from federal, state, and foundation funding agencies while maintaining the institution's values of equity, diversity, and inclusion.

The Director will report to the VP for Institutional Advancement & Public Affairs/Chief Advancement Officer while providing strategic planning and consultation directly to the President's Office as well as to the Provost's Grants Advisory Team (PGAT). The five-year goal is to establish the Center as a professional repository of institutional knowledge, collaboration, and stewardship while developing a robust grants culture at Tiffin University. This individual will be responsible for developing and maintaining grant-related policies and procedures for the institution that will ensure Tiffin remains compliant with all federal, state, and local regulations that govern fiscally sound grants management.

This position will support university faculty as they successfully attract and compete for external grants, fellowships, and agreements, while providing background knowledge and expert resourcing to the campus community. The Director will support the VP for Institutional Advancement & Public Affairs in building relationships with local and regional foundations and be responsible for information sharing with the broader community through newsletters, press releases, and Challenge Magazines, as well as by meeting internal and external reporting requirements. As the grants culture grows and the Center becomes firmly established in the campus community, the Director will be essential in developing campus-wide strategic initiatives such as the Cyber Center, the Center for Intercultural Excellence, the Creative Arts Institute, and the new Drone Academy.

The TU Center for Research and Grants must be led by a proactive, consistently positive, and organized individual with a strong Situational Leadership style and project management skills and expertise. Experience in the grants development and management process is critical, as well as being skilled in project coordination



and technology/tools. The ability to interact with subject matter experts and to facilitate innovative connections across divisions and with the grant teams are especially helpful. Familiarity with the federal regulations detailed in the Uniform Grant Guidance will also be critical as Tiffin moves further into the realm of federal grants. Additional expectations and responsibilities for this leadership position are detailed below.

MAJOR DUTIES & RESPONSIBILITIES

- Oversee the full range of activities required to prepare, submit, and manage grant proposals to governmental, foundation and corporate sources;
- Work directly with faculty, staff, and external partners to ensure quality, accuracy, and completeness of all grant proposals;
- Ensure compliance with all grant reporting as required;
- Support the strategic identification of government, corporate, foundation, and private funding prospects to match University priorities;
- Facilitate the creation of high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Tiffin University;
- Generate revenues for TU programs through timely submission of well-researched, well written, and well-documented grant proposals;
- Research and interpret federal regulations detailed in the Uniform Grant Guidance;
- Facilitate and enforce grant development timelines, schedules, and tracking grant submissions and funding decisions;
- Oversee and facilitate the collection, analysis, and reporting of data on the performance of program activities that are funded by federal, state, and private funding agencies;
- Serve as a liaison to all funding agencies and organizations;
- Coordinate and follow-up on the status of submitted proposals;
- Ensure development of proposal compliant budgets in collaboration with the Business Office;
- Maintain relationship with existing funding sources;
- Commit to building a robust, campus-wide grants culture;
- Maintain confidentiality; and
- Assist with other projects as requested.

QUALIFICATIONS AND SKILLS

Minimum Education, Skills and Abilities

- Bachelor's degree required;
- Grant writing experience, preferably with a higher education focus;

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- Experience demonstrating a proven track record of securing new funding opportunities;
- Comprehensive knowledge of research and the ability to distinguish and identify opportunities for Tiffin University programs;
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Experience demonstrating organizational skills that ensure quality, on-time deliverables;
- Proficiency in researching, interpreting, and analyzing diverse data;
- Excellent computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills; and
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

Preferred Education, Skills and Abilities

- Master's degree;
- 3 to 5 years of experience as a successful grant writer;
- Previous grant budget development, management, and evaluation experience;
- A proven record of securing major grants with certifiable references;
- Knowledge of grant application process, scoring criteria and funding cycles; and
- Previous federal grant application, submission, approval and management of funds.

EXPECTED KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision-making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Entrepreneurship: Influences and Inspires



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

Tiffin University is an Equal Opportunity Employer