TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Director of Sponsored Programs and Research

Position Summary:
The Director leads a full-service Office of Sponsored Programs and Research at Tougaloo College. This position is responsible for increasing and sustaining successful grants and contracts activity by working with faculty and staff in researching and identifying prospective resource opportunities to prepare grants for submission, as well as processing and managing the administration of grants and contracts once they have been awarded. The Director will have the expertise and fortitude to work internally with faculty, administrators, academic support, and accounting personnel in the execution of grants writing and awards; and externally with government agencies, foundations, and philanthropic entities in identifying grants prospects and positive relationship-building. This position serves as a liaison between the College and granting agencies, and ensures peak execution of reporting and compliance with grant requirements. The Director will demonstrate a keen knowledge of grant administration and agency rules and regulations applied to effective compliance. In so doing, the Director will design and conduct internal workshops in the successful execution of the grant proposal process, as well as training and orientation sessions to College personnel selected as grant project directors and principal investigators. The position reports directly to the Provost/Vice President for Academic Affairs.

Experience/Qualifications:

- Minimum of an earned academic or professional master’s degree, and five or more years of experience in successful grants administration and grants writing.

- Prior experience as project director and/or principal investigator with a minimum of five-year track record of funded proposals; prior experience as director or senior administrator of a college/university sponsored programs office preferred.

- Prior teaching and/or training experience is desirable.

- Demonstrated oral and written communication skills, design and layout skills; proficiency with MS Word, Excel, ACCESS, Jenzabar or current LMS, Raiser’s Edge, and other software used for data management.

- Ability to multi-task, manage time effectively, work independently, work as an effective leader and team member, make sound judgments, exercise flexibility in approach, and adapt to a changing work environment.

- Possession of patience, tolerance, understanding, good organizational skills, strong analytical, problem-solving and interpretative skills, and familiarity with database software.

Date of Position Opening: 29 June 2020

Application Deadline: Open until position is filled.

Application material should include:
1) Letter of application addressing how the candidate matches the position profile; 2) Resume/Curriculum vitae; 3) Three recent letters of reference (under separate covers); and 4) All official transcripts (required only of finalists). Review of applications will begin immediately and continue until the position is filled.

Salary: Commensurate with responsibilities and expectations as aligned with credentials, experience, and skills.

Mail Documents to: Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER