

Director for the Office of Research Administration and Finance

[Northeastern University](#) - Boston, MA

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About this job

Job description

The Director for the Office of Research Administration and Finance has the overall responsibility for providing strong leadership and a strategic vision for the University post award team. This person will create a service-oriented culture that promotes excellence, integrity, stewardship, teamwork and continuous improvement through the use of effective change management.

Research at Northeastern University

The University's rapidly growing research enterprise is strategically aligned with three national imperatives: health, security, and sustainability. In the last nine years Northeastern has increased annual research revenues over 115%, from \$51.1 million to over \$111 million as of June 30, 2014. Nearly complete is a plan to recruit 150 tenured or tenure track faculty, to be followed by a second phase of faculty hiring of an additional 86 appointments through 2019. Perhaps the most tangible expression of Northeastern's commitment to research is construction of a \$250 million Integrated Science and Engineering Complex that was initiated in February 2013 and that will include 200,000 square feet of research and support space by Fall, 2016.

Responsibilities:

A Culture of Service

This position leads, and develops a team of eight grants administration professionals across all aspects of post award grants administration. A key success factor for this role is the development of effective professional relationships with internal constituents, including PI's/Faculty, Senior Leadership, and administrators as well as external sponsors/agencies. A key service provided by the team that this position leads is reporting of information, both in ad hoc and standard report forms. The Director motivates the team to provide high quality and timely service to the university research community including communications and training on all aspects of post award grants compliance. Demonstrated ability of creating and maintaining a culture of service is essential for a candidate to be successful in this position.

Compliance and Stewardship

In addition to a service-oriented culture, this role must treat effective compliance as an equal priority. Compliance with all applicable laws and regulations is essential, as well as leading the adoption of best practices to promote continuous improvement ensuring that the highest quality standards are met. The Director has the overall accountability for all fiscal management of externally funded sponsored projects from federal, state and private sources. This includes the accurate invoicing and timely collection of funds due to the University. Implementation of change is led from the Director's office, with efforts ranging from updates to university policy to process changes that ensure compliance with laws and regulations.

Role in the Organization

The Director regularly liaises with the pre-award Research Administration function, as the two operations are in constant contact with one another. The goal of the two units is the seamless provision of administrative service to the University's researchers and their support personnel. The basis of interaction can span from service on individual grants to institution-level technology solutions and coordination of changes to the service mix or service model. Technology enablers play a growing role in the Research function at Northeastern. The successful Director candidate will demonstrate success in specifying technology requirements, and contributing to successful system implementation projects.

This position coordinates with the Controller's Office on all internal and external financial audits and reporting. This position is also responsible for leading all aspects of F&A rate development including proposal preparation and negotiation with the university's Federal cognizant agency as well as development of the proposal and negotiation for the Fringe Benefit Rate.

Desired Skills and Experience

Visionary with excellent leadership and change management skills

- 15+ years direct experience in post award administration
- BS/BA or related field; MBA, a plus

- Comprehensive technical knowledge base of Federal OMB Circular A-110, A-21, A-133 and Uniform Guidance “Omni Circular”
- Experience in F&A rate proposal development and negotiation
- Extensive experience working with Federal agencies/departments in particular NSF,HHS, ONR, NASA, DOE, Homeland Security and with Commonwealth of MA
- Excellent managerial, analytical, problem solving skills with a high attention to detail
- Proven customer service skills
- Excellent written and interpersonal communication skills with the ability to interact with both senior management and subordinates
- Demonstrated skills as a team builder who knows how to get the most from his/her team and develop team members for long-term, mutual success

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Founded in 1898, Northeastern is a private global, experiential research university. Grounded in its signature co-op program, Northeastern today provides unprecedented experiential learning opportunities around the world. Northeastern has roughly 16,000 full-time undergraduates and over 10,000 graduate and professional students that hail from all 50 states and 125 countries around the world. The mean SAT score of the admitted students in Fall 2013 was 1390 compared to a mean score of 1230 in 2006. The University has increased in the US News and World Report rankings from 98 in 2006 to 49 in 2014. This year, the university received nearly 50,000 applications for undergraduate admissions, an all time high.

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