

Posted: 05/22/2018

Salary range: \$52,170.00-\$57,967.00

Status: Full-time



The College of Idaho invites applications for an **Associate Director of Foundations and Corporate Relations**. The emphasis for the Associate Director of Foundations and Corporate Relations position is in the post-award grant administration and compliance. Working with the VPAA/Dean of the Faculty, faculty, and staff to manage grant funding and activities. Assist staff and faculty in preparing and writing grant budgets. Monitor grant activity throughout the grant life cycle, collect and submit grant information and follow-up reports. Serve as grants administrative contact to federal agencies and external foundations.

### **Essential Functions**

#### **Academic Grants**

- Assist business office and human resources in the administration of grant funds.
- Match College priorities and faculty projects with funding opportunities.
- Maintain contact with key government and foundation personnel and stay current on funding interests of private foundations and government agencies.
- Provide training as needed in financial conflict of interest (FCOI), responsible conduct of research (RCR), and serve as RCR contact for [Office of Research Integrity](#).
- Maintain current registrations and serve as administrative contact to eRA Commons, SAM, Fastlane, and other on-line grant portals and management systems.
- Coordinate activities with the Director of Foundation and Corporate Relations.

#### **Grant Life-cycle and Compliance**

- Establish and update policies and procedures for proposal preparation, submission and award administration, and editing of institutional policies related to grants and grant-funded work.
- Carry out periodic effort reporting, monitor RCR training, and conduct FCOI training.
- Ensure the institution is compliant with federal regulations and foundation guidelines.
- Monitor grant spending to ensure that it is allowable and in keeping with the funder's guidelines.
- Obtain appropriate institutional signatures and authorizations for grant proposals.
- Engage with and deepen relationships with the College's external funders.
- Monitor grants office performance metrics and prepare internal summaries of grant activity.

#### **Miscellaneous**

- Serve as appropriate on College committees or board of community organization.
- Represent the College as an active member of NORDP, NCURA, CLASP or other professional organizations.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Strong working knowledge of corporate and foundation fundraising within a higher education environment.
- Excellent communication skills, both oral and written, in English
- Excellent research and editing skills
- Ability to consistently prepare detailed documents in a timely manner, and meet deadlines
- Understanding of Federal Code of Regulations
- Proficiency with Microsoft Office suite, especially Excel<sup>®</sup>
- Skills necessary to work with staff and faculty
- Knowledge of Fluxx, Colleague, or other grant management systems
- Detail oriented while adhering to guidelines, performance standards and policies
- Strong work ethic and unquestioned personal integrity

## **Qualifications**

- Bachelor's degree required (Masters Preferred)
- 5 years previous experience in the development field
- Possession of a current valid driver's license; vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu).

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.