



Position Description

DATE: March 2026

POSITION TITLE: Director of Research Administration

CLASSIFICATION: Exempt

SUPERVISES: Yes

Summary:

The Director of Research Administration oversees the organization's research administration functions across contracts, grants administration (including federal award compliance), study budget development for new business, sponsor liaison support before contract execution, and post-award/contract financial administration, including study budget oversight and effort/FTE reporting.

The role also holds primary responsibility for coordinating the organization's Single Audit.

This position reports to the Chief Financial Officer and partners closely with the President to ensure research administration processes are compliant, efficient, and aligned with organizational priorities.

The duties listed below represent the essential functions of the position, with or without reasonable accommodation.

Duties and Responsibilities:

1. Contracts Department Oversight

- Lead and oversee contracting activities (e.g., amendments, subcontracts/flow-down terms as applicable).
- Manage internal contract workflows and standards to ensure timely intake, review, negotiation, communication, and execution.
- Develop, maintain, and continually refine contract templates and standard language to promote consistency and efficiency.
- Maintain a contracts negotiation playbook defining acceptable/standard terms, preferred fallback positions, and escalation thresholds for non-standard requests.
- Serve as a senior reviewer as needed, particularly for complex, high-risk, or non-standard terms.

Train and mentor team members on contract drafting workflows, negotiation strategy, acceptable revision requests, documentation standards, and overall contract lifecycle management.

2. Grants Administration and Federal Award Compliance (NIH)

- Lead and oversee pre-award and post-award grants administration.

- Ensure compliant practices for proposal submission, budgeting, award setup, reporting, documentation, and closeout in alignment with sponsor requirements and applicable federal regulations (including Uniform Guidance as applicable).
- Serve as the internal subject-matter leader for NIH/federal grants administration, providing guidance and issue resolution for compliance-sensitive situations.

3. Study Budget Development for New Business (Grants and Sponsored Contracts)

- Oversee development and review of study budgets for new awards and new business, ensuring budgets are accurate, complete, and aligned with sponsor requirements and organizational policy.
- Partner with internal stakeholders to develop realistic assumptions for scope, staffing, effort/FTE, and reporting expectations.
- Act as the administrative liaison with potential funders/sponsors for budget and administrative requirements during proposal and contracting phases.

4. Post-Award & Contract Financial Administration and Effort Reporting

- Oversee post-award/contract financial administration related to study budgets, including interpretation of award/contract terms, ongoing budget assessment, and support for budget-to-actual management.
- Establish and maintain processes for effort/FTE reporting and management tied to budget expectations.
- Coordinate with finance and operational teams to ensure study financial reporting needs are met and issues are identified and resolved proactively.
- Serve as the primary contact for the external audit team for the completion of the Single Audit.
- Perform other duties as assigned.

Skills, Knowledge, and Abilities May Include:

- Strong knowledge of federal grants administration, including NIH awards and Uniform Guidance compliance.
- Experience managing sponsored research contracts and related agreements.
- Ability to oversee complex proposal development and study budget preparation.
- Strong leadership and team management skills.
- Ability to develop and implement standardized processes and operational improvements.
- Excellent written and verbal communication skills.
- Strong organizational and analytical skills with attention to detail.
- Ability to manage multiple priorities and maintain compliance in a complex research environment.

Education and Experience:

- Bachelor's degree and at least 10 years of experience in research administration required, including a minimum of 5 years in a leadership or supervisory role; a master's degree (MBA, MPA, MPH, or related field) preferred.
- Significant experience in research administration with direct responsibility for federal grants compliance, preferably including NIH awards.
- Demonstrated experience managing both pre-award and post-award grants administration (proposal development, budgeting, award setup, reporting, and closeout).
- Experience reviewing and negotiating contracts supporting sponsored work.
- Experience developing study budgets, including effort/FTE planning and sponsor reporting requirements.
- Experience in a CRO, nonprofit research organization, academic research administration office, or similarly complex sponsored-research environment preferred.

Leadership/Core Competencies:

Core Competencies:

- Ownership mindset and strong accountability for outcomes.
- Compliance-focused while maintaining practical, solutions-oriented problem-solving.
- Ability to lead cross-functional collaboration across finance, operations, and scientific teams.
- Strong judgment when evaluating risk and negotiating sponsor requirements.
- Ability to simplify complex processes and implement standardized workflows.

Work Environment:

This position operates in a professional office and/or remote (home-based) work environment. The role routinely uses standard computer-based equipment such as computers, monitors, keyboards, telecommunication tools (e.g., phone, video conferencing, and secure electronic fax tools such as Sfax), and related technology.

Some positions may require periodic in-person attendance or travel based on organizational or project needs.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to remain in a stationary position for extended periods (sitting and/or standing) and operate a computer and other standard office equipment. The employee frequently uses hands and fingers for keyboarding and handling documents or other work materials.

The employee must be able to communicate effectively and exchange accurate information with others, including through phone, video, and in-person meetings. The employee may

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occasionally be required to move or lift items up to 25 pounds, consistent with role and business needs.

This role requires the ability to view and interpret information on a computer screen and in written materials for extended periods, with or without reasonable accommodation.

Position Type/Expected Hours of Work:

This is a full-time position. The regular work schedule is Monday through Friday. Core hours are generally 8 a.m. to 5 p.m. Eastern time (ET). Work hours may be adjusted for employees in other time zones or to meet operational needs, with supervisor approval, to ensure appropriate coverage and collaboration. Occasional additional hours may be required.

Equal Employment Opportunity:

Jaeb Center for Health Research provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

Reasonable accommodations are available for qualified individuals with disabilities. Applicants or employees who need an accommodation to perform the essential functions of the job may contact Human Resources.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.