



**Sponsored Programs Administration
Director of Contracts Search**

VANDERBILT



UNIVERSITY



Research at Vanderbilt

From education to neuroscience to nanotechnology to financial markets, Vanderbilt students, faculty and staff are shaping the future with a strong focus on finding practical answers to complex problems. With its more than 120 centers and institutes, Vanderbilt affords its researchers the freedom to look across disciplines for solutions, benefiting from many perspectives.

As a leading research university, Vanderbilt places strong emphasis on securing federal research awards that are highly competitive and rigorously reviewed by its peers. Vanderbilt is #24 for federal research expenditures (\$401 million) and #31 for total research expenditures (\$648 million) according to the latest NSF Higher Education R&D Survey rankings for FY15. Vanderbilt faculty produce exceptional, world-renowned research and scholarship in many thematic areas that span Vanderbilt University and Vanderbilt University Medical Center.

The Office of Sponsored Programs Administration (SPA)

In November 2014, Vanderbilt's Board of Trust directed the institution's senior leadership to reconfigure Vanderbilt University Medical Center as a not-for-profit academic medical center that is financially distinct from Vanderbilt University.

On April 29, 2016, the legal separation was concluded and Vanderbilt University and Vanderbilt Medical Center are now separate legal and financial entities. However, the two organizations remain tightly woven together by mission and the respected Vanderbilt name.

The intellectual collaboration between the university and the medical center is unchanged but now requires formal legal agreements (subcontracts and/or sponsored billing agreements) between the two entities for sponsored research.

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The role of Vice Provost of Research was expanded from its past definition based on faculty feedback, and the Assistant Provost for Research Operations and Administration role was created to develop and streamline research administrative processes and oversee the newly formed Sponsored Programs Administration (SPA).

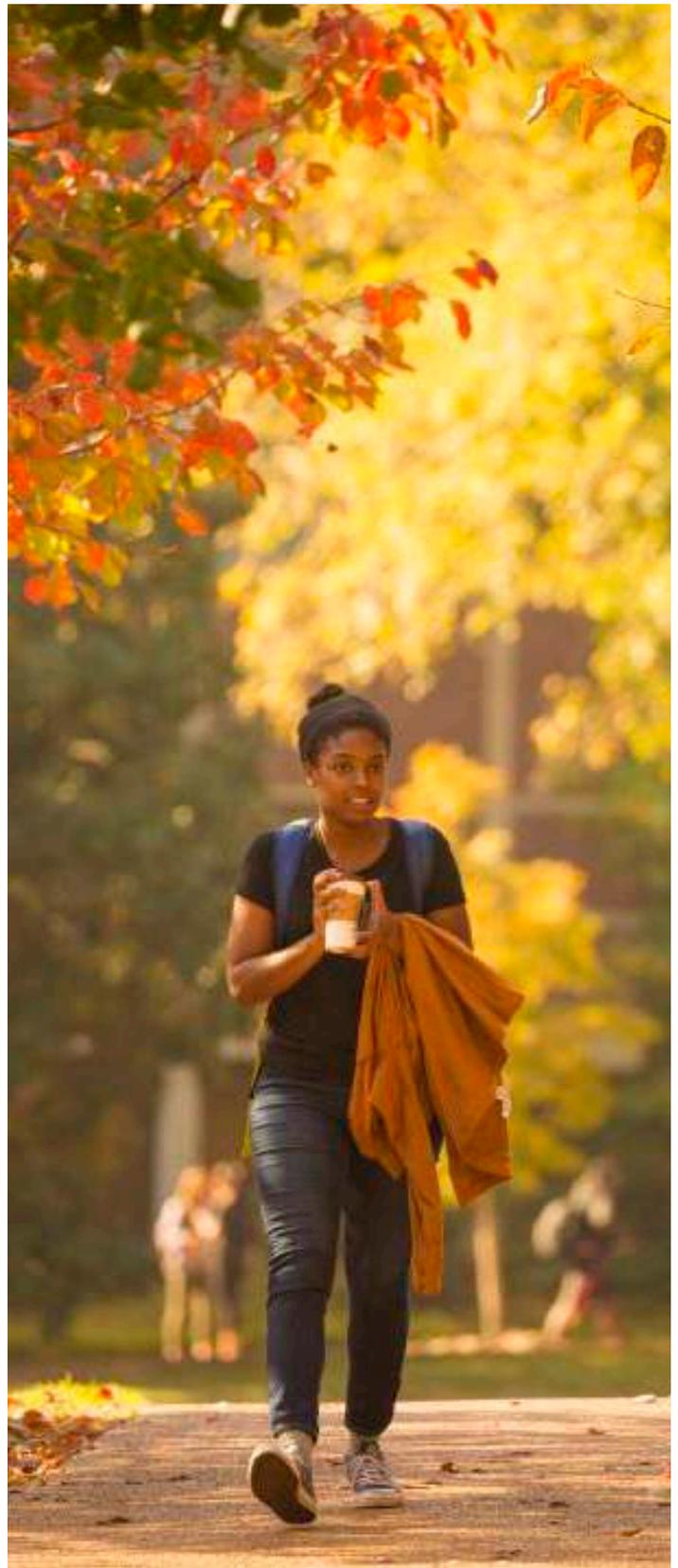
Vanderbilt now seeks a Director of Contracts to support the SPA office, which provides pre-award support to faculty and staff employed by Vanderbilt University, as well as all Vanderbilt students for their grant and contract proposals to external funding agencies such as the National Institutes of Health, the National Science Foundation, the National Endowment for the Humanities, and the departments of Defense and Energy, as well as many other federal and non-federal sponsoring agencies.

The support also includes proposal preparation, submission, and tracking. In addition, the office provides non-financial post-award administration and management support.

Office of the Provost
<https://www.vanderbilt.edu/provost/>

Vice Provost for Research
<https://research.vanderbilt.edu/researchadministration/ovpr/>

SPA:
<http://www.vanderbilt.edu/sponsoredprograms/contact/index.php>



About The Director of Contracts Position

The Director of Contracting position within Sponsored Programs Administration (SPA) is a key member of SPA's senior management team. The Director will advise and assist the Assistant Provost for Research Operations as appropriate on a wide range of issues and functions, particularly those related to contract policies and procedures in an effort to facilitate faculty research by streamlining work-flows and alleviating administrative burdens. Key areas of responsibility include: leadership for the contracts team within Sponsored Programs Administration focusing on a customer service approach to research administration, oversight of contract negotiations, interpretation of regulatory compliance, proactive communications with customers, and oversight of designated staff.

This position has signature authority under Delegation of Authority to solicit and accept or execute extramural grants and contracts on behalf of the University. The Director reports to the Assistant Provost of Research Operations and works with SPA team leaders to support and supervise SPA's personnel. Contracting specialists have many agreements under consideration at any time.

SPA is committed to protecting the University's interests and is responsible for negotiating contracts, assessing risk, and monitoring the implementation and administration of sponsored contracts; initiating and implementing policies and procedures and providing training to faculty and staff; serving as the University's liaison with sponsors and regulatory agencies, and advancing Vanderbilt's research enterprise.

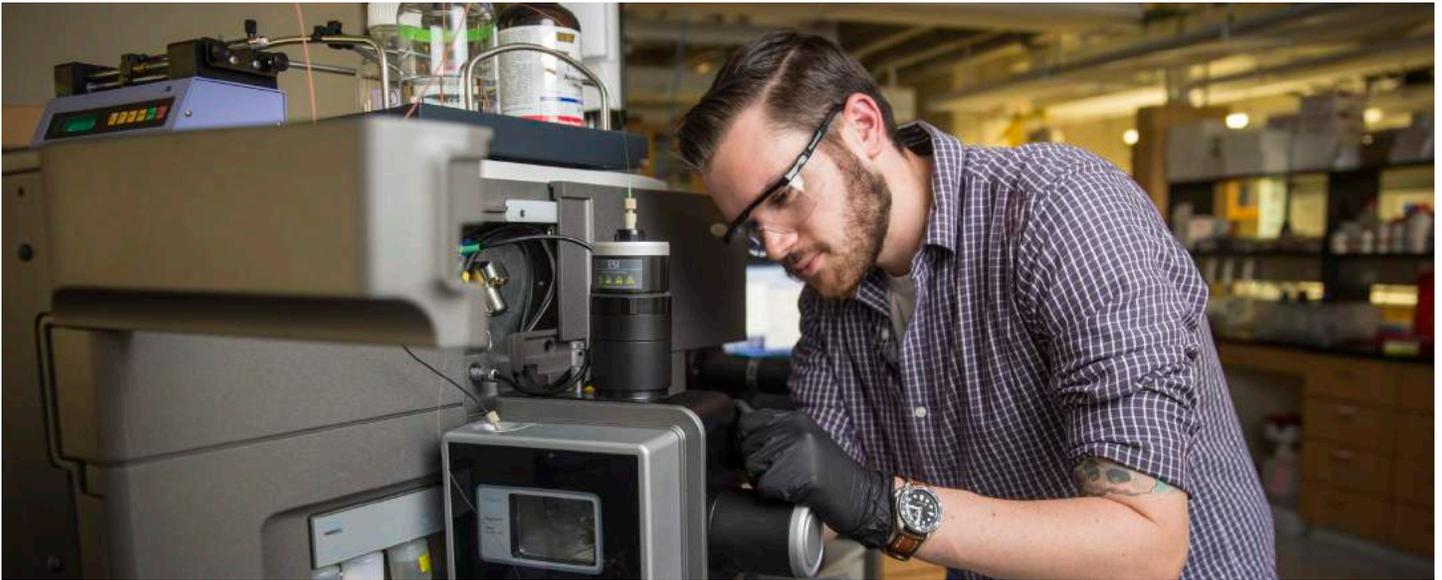
The Director of Contracts leads the contracts unit of the SPA and serves as a contracting expert, with experience in both federal and private industry contracting. The new Director will have substantial experience drafting, reviewing, interpreting, and negotiating a wide variety of contracts and shall serve as an expert leader and resource for, and mentor to,

contracting staff. He/She leads contract review efforts, negotiation, execution and management for many of the University's most complex contract transactions.

She/He serves as a principal negotiator and advisor to the University's research enterprise on many of the most complex and high-profile sponsored projects undertaken by University researchers, and will provide counsel and recommendations to campus leadership with respect to risk and mitigation.

Specific Job Responsibilities

- Lead and assist staff responsible for negotiating contracts and subcontracts for sponsored programs.
- Foster compliant environment by staying abreast of changes in agency regulations, requirements and policies, and by disseminating agency information.
- Keep informed of and communicate emerging federal issues that will impact Vanderbilt's sponsored research program.
- Resolve administrative and management problems that may involve a number of central offices, schools and departments.
- Ensure that a high level of service support is provided to principal investigators and departmental administrators across the campus.
- Supervise staff, foster excellence and effectiveness, and optimize staff skills and organizational structure.
- Improve standard operating procedures and work-flows for more efficient operations.
- Facilitate excellent working relationships between the pre-award staff and the research community campus wide.
- Coordinate closely with the Vanderbilt University Post-Award office and leadership; facilitate information exchange about programs, problems, and process improvements to ensure a seamless pre-and-post award process is in place for the university community members.



Preferred Qualifications

- A Master's degree from an accredited institution of higher education and/or equivalent work experience/training.
- At least seven to ten years of experience working in pre-award research administration that includes a background in award/contract/subcontract negotiation.
- A track record of managerial experience that demonstrates increasing levels of administrative and supervisory responsibility in a central research administration office that processes a high volume of external proposals and awards and contracts, preferably in a comprehensive university setting.
- Demonstrated experience with leading and supervising 7-10 FTE, empowering and developing staff to actively engage and innovate across organizational boundaries.
- Extensive and direct experience working with governmental (federal and state), non-profit, international, and industry sponsors as well as an understanding of the cultures, policies and practices related to grants and contracts that impact such entities.
- Experience, evaluating internal controls, understanding organizational risk, and implementing appropriate policies or procedures to ensure compliance.
- Experience managing internal and sponsor audits, including federal audits conducted by various agencies each year. Appropriately responding to audit findings and/or recommendations and ensuring the University maintains its good standing.
- Strong interpersonal skills and ability to work effectively across the organization at all levels
- A sophisticated "can do" service orientation, strong management skills, leadership skills, sound judgment and decision making, critical thinking, creative problem solving, and effective verbal and written communication skills.
- Demonstrated experience exercising independent judgment and critical thinking in negotiations and problem solving. Ability to problem solve and work under pressure in a high-volume deadline driven environment.
- Track record of building relationships quickly and effectively across a broad constituency; a high degree of comfort, sensitivity, and flexibility in working with stakeholders across organizational lines.
- Commitment to maximizing organizational efficiency in a high volume work environment.
- Experience managing conflict and skills necessary to bring parties with disparate views toward mutually beneficial outcomes that promote long term relationship building.
- Commitment to service, integrity and ethical decision-making.
- Demonstrated commitment to continuous process improvement through best practices and innovative approaches to research administration.



Additional Desired Personal and Professional Characteristics

- Visibly involved leader with strong relationship skills, a reputation for transparency, integrity, and high ethical standards, who will rigorously uphold quality standards earning the trust of individuals within and outside the University.
- Proactive leader not afraid to challenge the status quo or take measured risks in the quest for established goals.
- Ability to speak compellingly about the strengths and aspirations of the organization, and passionately seek support of the staff and related stakeholders to enable success.
- Collaborative, team-oriented leadership style, good judgment in recognizing talent, assessing where improvements are needed, making appropriate connections and building synergies. An open minded and multidimensional approach to problem solving.
- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of University policies and objectives.
- Skills to mentor, coach and hold staff accountable at all levels for work performance and products that add value to the organization.
- Political acumen essential for negotiating workable solutions to complex problems.
- Persuasive interpersonal and communication skills demonstrated by effective interactions with others and clear articulation of organizational goals.

About Vanderbilt University



Founded in 1873, Vanderbilt University is a top-ranked global research university, and a member of the prestigious Association of American Universities (AAU) since 1950. Vanderbilt has been home to leaders and world-class programs across a wide range of disciplines, with scholars recognized for ground-breaking research and innovative leadership in higher education. According to U.S. News and World Report, Vanderbilt is ranked #15 among national research universities. Its professional schools similarly stand out: Peabody College (#3); School of Medicine (#14); School of Nursing (#11); Law School (#17); Owen Graduate School of Management (#27); and Engineering (#35). Vanderbilt is also ranked in the top 20 with regard to U.S. federal research funding for science and engineering, making it one of eight universities to be ranked among the top 20 in both rankings. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Faculty are recognized for their teaching and research, receiving record numbers of awards, grants and contracts each year. 41 Vanderbilt faculty are fellows of a National Academy; 10 of the American Academy of Arts & Sciences; 3 of the American Academy of Nursing; and 105 of the American Association for the Advancement of Science. Three Nobel Laureates have served on the faculty.



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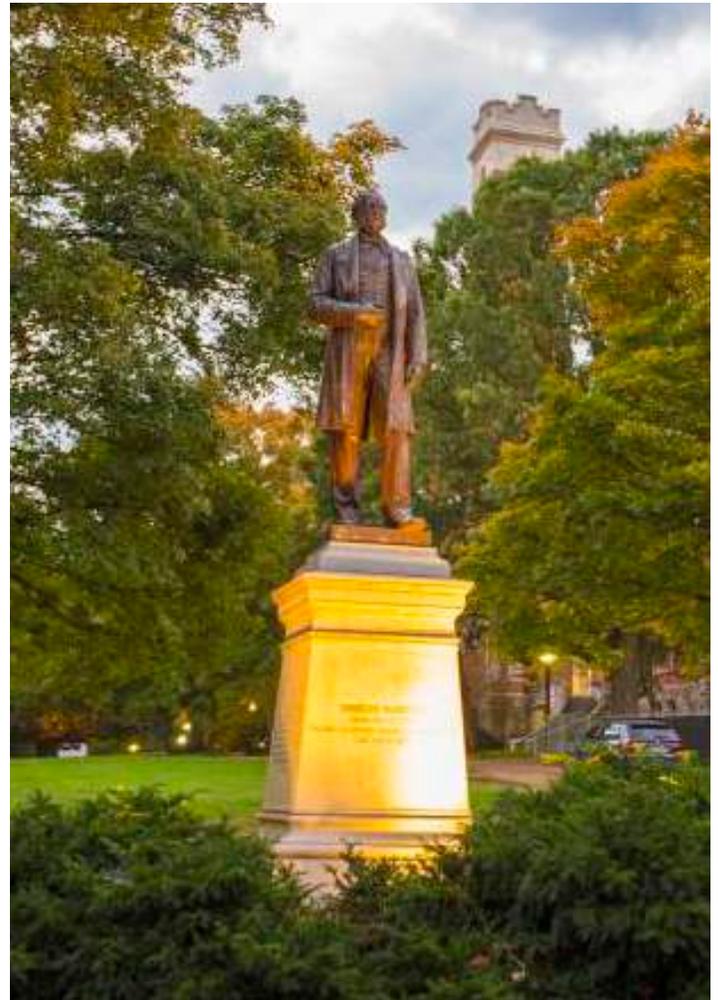
Vanderbilt University History

Commodore Cornelius Vanderbilt founded the University in the spring of 1873 with a \$1 million gift, which was the only major philanthropy in his lifetime. The Commodore's gift supported the project of building a University that would "contribute to strengthening the ties which should exist between all sections of our common country." In the fall of 1875, the University was officially dedicated and 200 students enrolled in academic programs.

From its inception, Vanderbilt offered undergraduate and graduate studies in the liberal arts and sciences, and it incorporated several professional schools in addition to its college. Today, Vanderbilt is a center for scholarly research, informed and creative teaching, and service to the community and society at large.

The University comprises ten schools and colleges, enrolling 6,871 undergraduates and 5,716 graduate and professional students from all 50 states and more than 85 countries. It offers undergraduate programs in the liberal arts and sciences, engineering, music, education and human development, as well as a full range of graduate and professional degrees. The availability of cutting-edge research opportunities and a liberal arts education enables students to tailor their educational goals and pursue research to answer complex, socially relevant questions.

At the core of the institution are 1,421 full-time faculty who report to the Provost, 94 percent of whom hold terminal degrees. Vanderbilt faculty are advancing the frontiers of research and scholarship. The National Science Foundation ranks Vanderbilt in the top 25 among U.S. colleges and universities based on all federal obligations for research and development funding. Faculty undertake scholarly pursuits while also fulfilling their roles as committed teachers, advisors, and contributors to the Vanderbilt community. The University's mission is crucially bolstered by the work of nearly 4,200 talented and dedicated staff.



Over the past decade, Vanderbilt has invested heavily in undergraduate and graduate education, recruitment, and retention of an outstanding faculty, and cutting-edge research. The impact of these investments are reflected in a number of University accomplishments including a surge in the number of endowed chairs across the institution, greater selectivity in undergraduate admissions, enhanced rigor in undergraduate and graduate education, and increased diversity among faculty, students, and staff.

Vanderbilt's upward trajectory is reflected in national rankings of higher education institutions. U.S. News & World Report ranks Vanderbilt 15th in its listing of national universities. The University's Peabody College of Education and Human Development, School of Nursing, School of Medicine, Law School, Owen Graduate School of Management, and School of Engineering consistently receive national recognition for the quality of their academic programs.



The Academic Strategic Plan

Vanderbilt University launched its most recent Academic Strategic Plan in August 2014. The plan highlights four strategic objectives and foundational principles that frame its aspirations as one of the world's great teaching and research institutions.

<http://www.vanderbilt.edu/strategicplan/>

Finances

Vanderbilt's financial position is strong. The market value of the University's endowment stands at over four billion dollars. In October 2016 Vanderbilt University's bond rating was upgraded to AAA – the highest level – by leading credit agency, Fitch Group. Fitch Group assigned its top rating to the University's upcoming issue of 141 million in taxable revenue bonds. Moody's and Standard and Poor's affirmed their ratings of Aa2 and AA, respectively, with both indicating a positive outlook.

The April 2016 reorganization of Vanderbilt University and Vanderbilt University Medical Center into separate legal and financial entities was cited by all three agencies as the reason for the positive changes.

One key feature of Vanderbilt is its commitment to equity, diversity, and inclusion the undergraduate admissions process. Vanderbilt's admissions process is entirely need-blind, and in 2009 the University launched Opportunity Vanderbilt, an initiative that has replaced need-based undergraduate student loans with grants and scholarships.





Students

Vanderbilt undergraduate students are a diverse group of some of the world's most gifted young minds. For the fall 2017, nearly 40 percent of incoming first year students are of color. In particular, more than 22 percent came from underrepresented minority groups, 8 percent came from other countries and nearly two-thirds attended public high schools. The entering classes have long been gender balanced at approximately 50/50 men and women, and currently two-thirds come from outside the southern region of the country. Opportunity Vanderbilt provides greater resources to allow students to have access to a Vanderbilt education regardless of their family's financial background. 66 percent of all Vanderbilt undergraduates receive grant and/or scholarship aid, with 69 percent of first-year undergraduates receiving such support. Moreover, 14 percent of Vanderbilt students receive Pell grants. In the 2015-16 academic year, 44 percent of undergraduates were members of a fraternity or sorority. More women (53 percent) than men (35 percent) participated in Greek life. Fraternities and sororities make up the Interfraternity Council, Panhellenic Council and National Pan-Hellenic Council (which includes historically black organizations). Undergraduates participate in more than 420 student organizations, ranging from the Vanderbilt Prison Project to the Association of Hispanic Students to Voices of Praise.

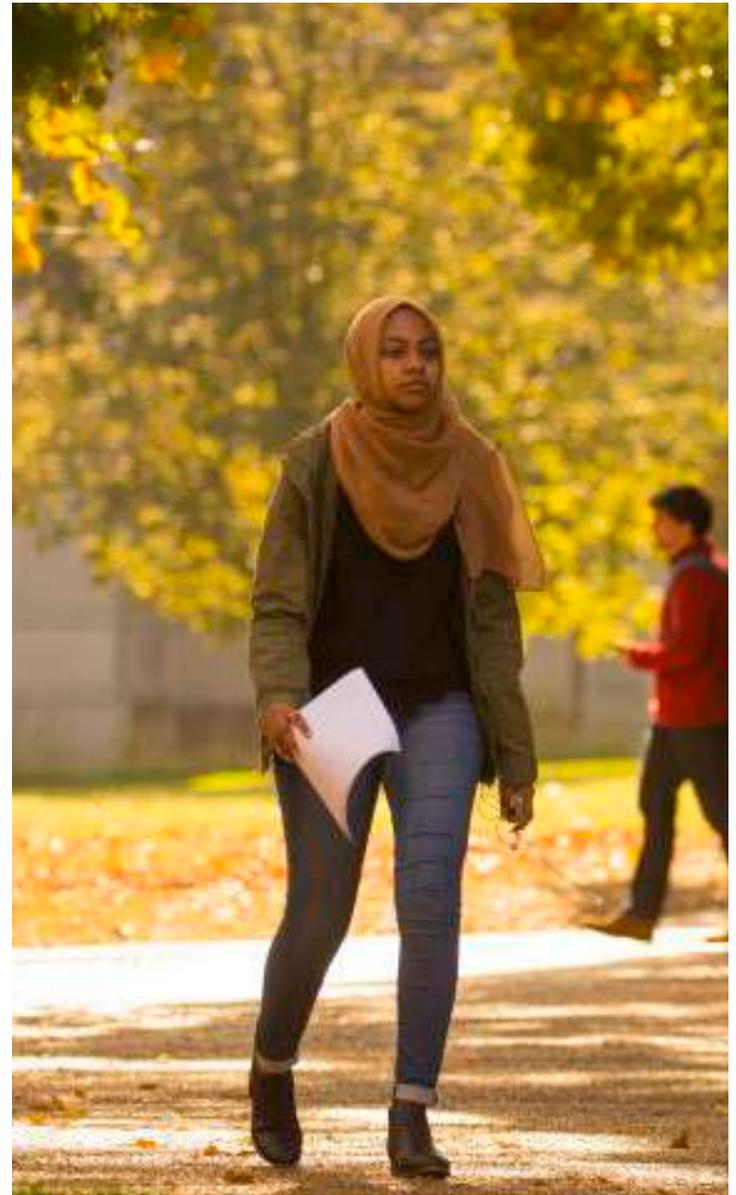
Vanderbilt's graduate and professional students study the humanities, theology, creative arts, social sciences, law, medicine, nursing, management, engineering, education and human development, and the natural sciences. Many graduate and professional students are also parents, veterans, second-career students, and community leaders. Compared to the undergraduate community, a greater percentage of the 5,716 graduate and professional students are women (59 percent). Eleven percent of graduate students and 12 percent of professional students identify as members of underrepresented minority groups, with no minority group making up more than 6.3 percent of this population. Overall, the graduate and professional international student population is nearly twice as large (15 percent) as the international undergraduate community (8 percent).

Vanderbilt hosts several initiatives to increase the diversity of post-baccalaureate scholars. More than 90 women and minority students in the science, technology, engineering, and mathematics (STEM) fields have enrolled in graduate programs through the Fisk-Vanderbilt Master's to Ph.D. Bridge Program. Students accepted into the program complete their master's degree at Fisk University, a leading historically black University in Nashville, while receiving support to make their Ph.D. application process seamless. The School of Medicine's Initiative for Maximizing Student Diversity (IMSD) exists to increase the number of Ph.D.'s awarded to graduate students in biomedical research who are underrepresented. The program, funded by the National Institutes of Health, emphasizes extensive and careful mentoring at all stages.



Faculty

Vanderbilt's full-time faculty consists of 1,421 instructors at all ranks. The University has 601 tenured faculty members and 180 tenure-track faculty. About ten percent of all tenured and tenure-track faculty self-identify as members of underrepresented minority groups. Members of Vanderbilt's faculty collaboratively engage with students, colleagues, and administrators campus-wide.



Campus and Location

Vanderbilt's campus comprises 392 buildings on 330 acres. Its success and deep culture of collaboration stem directly from the layout: a top academic health science center and major research University co-located on a compact campus. Vanderbilt is located just over a mile southwest of downtown Nashville, a vibrant, diverse, and rapidly growing community known proudly as "Music City, USA". The capital city of Tennessee, Nashville is home to more than 650,000 residents, and its Metropolitan Statistical Area has a population of 1.79 million. Major industries include tourism, printing and publishing, technology manufacturing, music production, higher education, finance, insurance, automobile production and healthcare management. Nashville has been named one of the 15 best U.S. cities for work and family by Fortune and was named by Forbes as one of the 25 cities most likely to have the country's highest job growth over the coming five years. A historical and present day hub for African American intellectual excellence and civic engagement, the home of Fisk University, and home of the leaders of the civil rights movement of the 1960s Nashville is a go to destination for out of the box thinkers and innovators from all across the United States and the world.



Procedure for Candidacy:

Applications should be accompanied by a letter of application and curriculum vitae/resume. Review of applications and nominations will begin immediately and will continue until the position is filled.

Vanderbilt University is being assisted by Harris Search Associates for this search. Please contact Jeffrey Harris, Managing Partner for further information. A detailed profile is available for download at www.harrisandassociates.com

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Harris Search Associates, an IIC Partners member firm, is a leading global executive search and board advisory consulting firm. Our practice is focused on identifying and attracting leaders to support the growth of clients in the areas of research, science, engineering, academic medicine and commercial enterprises. Clients include the foremost universities, research parks, institutes, academic medical centers and commercial organizations driving global innovation and discovery.

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| Argentina | France | Spain |
| Australia | Germany | Sweden |
| Austria | India | Switzerland |
| Belgium | Ireland | Taiwan |
| Brazil | Italy | Thailand |
| Canada | Luxembourg | The Netherlands |
| Chile | Mexico | United Arab Emirates |
| China | Norway | United Kingdom |
| Colombia | Poland | United States |
| Czech Republic | Romania | Venezuela |
| Denmark | Russia | |
| Finland | South Africa | |

Vanderbilt University is an Equal Opportunity, Affirmative Action Employer. The University actively encourages applications and nominations of women, minorities and persons with disabilities and applications from candidates with diverse cultural backgrounds.