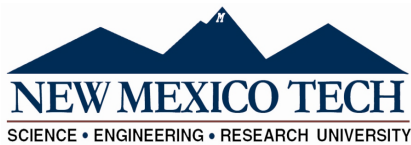


Posted: July 24, 2025



7 Day Internal
POSITION ANNOUNCEMENT

TITLE: DIRECTOR/SPONSORED PROJECTS DEVELOPMENT DEPT: RESEARCH
REG ☒ TEMP ☐ FULL TIME ☒ PART TIME ☐

STARTING RATE or SALARY RANGE \$ 95,000 - \$106,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 08/04/2025

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Director of Research Sponsored Projects at New Mexico Tech will provide leadership, oversight, and management of the Office of Research Development in the Office of Research. The Director will be responsible for overseeing all aspects of externally funded research projects with a focus on pre-award support, including grant and contract proposals, award administration and compliance. The Director will supervise a team to facilitate the funding proposal preparation and submission process, advise and assist departments and centers with process and compliance issues related to funding agency regulations and standards, and oversees adherence to New Mexico Tech administrative, fiscal, and accounting policies and procedures related to external award proposals. The Director will provide assistance to the Institution in the areas of project planning and development, and strategic award management.

JOB FUNCTIONS:

- Supervise the pre-award sponsored projects team to support the submission and awarding of research grants and contracts.
- Provide services in the identification, solicitation, and cultivation of major funding agencies, to include State and Federal agencies, national laboratories, corporations, and foundations.
- Maintain currency of knowledge of external funding policies, regulations, and procedures; disseminate and/or present changes to departments and centers; advise on the implementation and the impact of changes on funded operations.
- Develop, prepare, analyze and review award budgets for compliance with policies, funding agency requirements, and appropriate accounting protocol and procedures.
- Supervise and assist in developing and preparing documents, to include award applications, planning grants, technical reports, project and status reports, and budget forecasts; assists principal investigators in reviewing and editing proposals and communication materials.
- Provides advice and guidance to researchers and administrators on the application of award funding policies, regulations, and procedures; serves as liaison between the university and funding agencies on various issues pertaining to proposals.
- Coordinate sub-recipient and professional service agreements.
- Provide technical assistance, guidance and counsel during the electronic submissions of proposals; authorized University representative for electronic submission of approved proposals.
- Use specialized databases and systems to record and track proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

- Develop budgets and business plans for proposals and project efforts for the Institution; review potential research projects and initiatives and develops appropriate funding strategies.

REQUIRED QUALIFICATIONS:

Minimum of Master’s degree in Business Administration, Public Administration, Finance or in a STEM degree with at least 4 years of progressively responsible experience in grant and contract administration. Detailed knowledge of federal regulations to grants and contracts. Knowledge of federal, state and/or community funding sources and mechanisms. Knowledge of award funding policies and procedures and applicable local, state, and federal regulations. Verbal and written communication skills and the ability to present effectively to small and large groups. Knowledge and understanding of effective award funding processes, procedures, and techniques. Strong interpersonal and professional leadership skills and the ability to work effectively in a collaborative environment. Ability to lead projects. Knowledge of financial accounting, budgeting, control, and reporting principles, methods, techniques, and standards as applied within an academic environment. Skill in the use of personal computers and related software applications. Skill in organizing resources and establishing priorities and meeting deadlines. Proficiency in MS Work, Excel, and Access. Experience with electronic research administration and electronic proposal submissions.

DESIRED QUALIFICATIONS:

Technical writing and editorial skills. Research, analytical, and critical thinking skills. Technical leadership skills within area of expertise. Strong strategic and operational business planning skills. Knowledge and understanding of the principles and requirements of strategic research development within a public institution. Experience with Banner. Certified Research Administrator.

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 10%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu