



GORDON COLLEGE

DIRECTOR OF ACADEMIC GRANTS AND SPONSORED PROJECTS

Gordon College seeks a dynamic, experienced, and visionary individual to serve as the Director of Academic Grants and Sponsored Projects. Start date is as early as November 17, 2025.

This position provides leadership to the College with grants and sponsored projects from foundations and government agencies to support Institutional priorities while increasing revenue growth. The Director will nurture existing relationships, support existing sponsored research and externally funded projects, and establish new relationships to create long-term partnerships for the Institution. The Director reports to the Dean of Academic Affairs and works in close collaboration with the Director of Foundation and Corporate Relations under the Office of Advancement.

Gordon College is a Christian liberal arts college in Massachusetts on Boston's North Shore, a beautiful coastal area with easy access to Boston.

Description of Responsibilities:

1. In support of Institutional priorities, facilitate submission of grant applications generating revenue for the College and maintain an ongoing pipeline of opportunities.
2. Under the direction of the Dean of Academic Affairs, support academic grant-seeking activities and grow research culture among faculty. This includes but is not limited to personal meetings with Deans and faculty members to discuss research interests and strategic priorities, leading educational and enrichment efforts, and prospect research to grow portfolio of funding partners.
3. Direct **Grants and Sponsored Projects Office** in functions including but not limited to:

Relationship Management

1. Actively steward foundation and government relationships in the spirit of Unreasonable Hospitality.
2. Plan and execute events and campus site visits as they relate to grant-funded programs.
3. Attend major College events which support the Provost and President when needed.

Pre-Award

1. Collaborate with the Senior Leadership Team via the Dean of Academic Affairs and Provost to maximize funding for Institutional priorities, academic programs, and faculty research.



2. Research funding prospects, assessing fit with Institutional priorities and developing appropriate plan of approach.
3. Maintain working understanding of faculty research interests and new/existing academic programs.
4. Work cooperatively with trustees, the President, senior administrators, gift officers, the Provost, faculty, and the alumni and parent relations office to identify new potential sources of funding.
5. Facilitate development of grant and contract proposals to a wide variety of funding sources (governmental, business/industry, and philanthropic). Oversee and in some cases develop program narratives, budgets, and proposals.
6. Govern review and approval process for grant proposals and submit proposals on behalf of the Institution to fund Academic programs and projects.
7. Oversee strategic utilization of Salesforce in order to manage opportunity qualification, cultivation, and solicitation. Maintain submission deadlines and ensure that proposals and grant applications are timely, professional, and accurate.
8. Supervise additional staff as applicable.

Post-Award

1. Serve as Authorized Organization Representative for federal awards and sponsored research; ensure compliance with federal guidelines; initiate fund reimbursement; coordinate indirect cost rate agreement; assign recaptured indirect funds in line with Institutional policies; collaborate on building of budgets. Work in close collaboration with the Office of Finance and Business Services to ensure appropriate use of restricted grant funds.
2. Oversee utilization of Salesforce in such a way as to ensure that reports are timely, professional, and accurate.
3. Supervise Post Award Grant Manager in:
 - a) maintaining up-to-date reports on all proposal submissions including documentation of dollars requested vs. grants awarded.
 - b) working cooperatively with the Finance Office for funding, expensing, and reconciliation.
 - c) approving expenses against project budgets using the current institutional systems.
 - d) stewarding relationships with program managers and primary investigators to ensure compliance.
 - e) maintaining reporting requirements/managing deadlines and stewardship for all corporate, foundation, and government donors, including thank you letters for the President and Provost.
 - f) working with network developers to improve reports and tools.

Building a Grant-Seeking Institutional Culture

1. Maintain grant-seeking and grant management guidelines and procedures for the Institution.



2. Oversee Grants resource page on the Academic Division Resources Canvas site to include guidelines and procedures, resources, updates, and links to funding opportunities; communicate updates regularly.
3. Meet with faculty and staff regularly to discuss research opportunities; pursue resources, training, and tools that will support and stimulate grant seeking.
4. Make regular presentations to faculty gatherings (workshops, faculty meetings, department and division meetings) about funding opportunities and proposal writing; provide education to faculty and staff on pre and post award processes.
5. Implement and manage a comprehensive and proactive plan to expand Gordon's restricted funding, thereby substantially growing gift income from these sources.
6. Collaborate with academic faculty, chairs, and deans, and participate in strategic conversations around Institutional priorities.

Required Knowledge, Skills and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

The successful candidate will:

- Have a strong understanding of, and proven track record of, successful fundraising from corporations, foundations, and government agencies.
- Be a high-energy individual with strong writing and verbal skills.
- Possess strong organizational and inter-departmental communications skills and the ability to Provide leadership to administrators and faculty in a collaborative environment.
- Demonstrate an understanding and passion for the mission of the Christian liberal arts.

Required experience:

- Bachelor's degree, preferably in accounting, finance, or business-related program; Master's degree preferred.
- Five or more years' experience in higher education, grant management, or research administration.
- Two or more years' experience in grant writing.
- Expert-level proficiency in Excel required; previous experience with Salesforce is a plus.

To apply: Please visit <https://www.gordon.edu/offices-services/human-resources/jobs/open-staff-positions>.

The review of applications will begin immediately and continue until the position is filled.