UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE:  Manager, Business Development and Administration/  
        Living Rite Project

DIVISION:  Academic Affairs (College of Pharmacy: Pharmacy Practice)

REPORTS TO:  Principal Investigator

GRADE:  12

BASIC FUNCTION:

Responsible for all business functions of the Living Rite Project, and for  
serving as a primary collaborator in the building of a sustainable cost-  
effective Center and system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In collaboration with the PI and the University’s Research Foundation, work  
to establish a non-profit focused on employment for people with disabilities.

Create and implement a sustainable business model for the Health and  
Disability Policy Institute. Implement systems that perform the work and  
fulfill the mission and goals of the Institute efficiently and effectively.

Prepare reports for the PI and the federal grantor. Prepare reports to track  
strategic accomplishments and cost savings.

Recruit, hire and oversee staff who directly report to the Manager, Business  
Development & Administration.

Staff Steering Committee work groups.

Secure financial data from all sources related to expenditures and income.

Reconcile budgets of the projects’ accounts and records.

Maintain prospective and retrospective records of all service contracts,  
inventories and routine purchases.

Assist Principal Investigator in long-range budget planning.

Oversee and ensure the timely preparation of personnel and payroll forms. Be  
responsible for relaying information regarding University policies  
to project staff.
Maintain confidential personnel information on all grant staff to determine fiscal commitments.

Confer with the Principal Investigator relative to personnel needs, with an eye to the budgetary process.

Assist the Principal Investigator in the preparation of budgets for grant requests, and in securing outside funding resources.

Maintain all financial records, personnel records, etc., for grants and sub-contracts.

Analyze dual eligible (i.e., both Medicare and Medicaid) database for the project.

Oversee the reconciliation of project budgets and accounts with the University's financial records, and compare actual revenues and expenditures against approved budgets on a monthly basis. Report these findings on a monthly or more frequent basis if necessary, to the Principal Investigator and others with budget responsibilities.

Report analysis of fiscal year and projection results to the Principal Investigator and others responsible for the College’s accounts.

Provide support to the Division of Research and Economic Development in ensuring compliance by Project staff with prescribed federal, state, and institutional policies and procedures, including adherence to generally-accepted accounting principles.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the principal investigator in business-related activities within the University and with outside agencies as appropriate.

Assist staff with personal computers, printers and word processing, database management and spreadsheet software.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business administration, accounting or a related field; a minimum of three years of business management experience.
Manager, Business Development & Administration/Living Rite Project (PSA- )

Page 3 of 3

which includes demonstrated successful project management; demonstrated experience and success with writing and receiving 501c 3 non-profit status; demonstrated experience in the implementation of best practice business models; demonstrated computer proficiency with word processing, spreadsheets, databases and electronic mail systems; demonstrated excellent communication and interpersonal skills, and ability to work with a diverse population; demonstrated ability to handle details accurately, and to plan, communicate, and oversee work on a variety of fiscal projects, including budget projections; demonstrated ability to organize large amounts of data, undertake new initiatives, and work in an environment with complex policies and procedures; demonstrated ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and communicate the interpretation to others.

PREFERRED: Demonstrated experience in project management using Six Sigma Principles.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.