

Job Code:.....100315  
Position#: (PSA) (E)107192  
Developed by:.....JM  
Reviewed by:.....LK  
Approved by:.....LK  
Date:.....01/2016

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, CRC/U.S. Field Programs  
**DIVISION:** Academic Affairs (Graduate School of Oceanography)  
**REPORTS TO:** Assistant Director, CRC/GSO  
**GRADE:** 11  
**SUPERVISES:** Supervise support staff and students as assigned

**BASIC FUNCTION:**

Responsible for overseeing and administering all aspects of grant activity for the U.S. Coastal Program of the University of Rhode Island Coastal Resources Center. Manage external communications with donors and partners to promote and plan activities to support program growth. Research and synthesize information pertinent to coastal programs in order to leverage strategic partnerships and opportunities. Create and implement all information management systems and supporting processes necessary for grant administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the creation of a strategic development plan based on the needs of the U.S. field program and organized by the thematic focus areas of climate change, fisheries and aquaculture, and marine spatial planning.

Ensure the timely and complete submission of up to twenty proposals per year.

Develop budgetary forecasts and projections by thematic area and identify future fiscal program needs.

Serve as primary U.S. Team liaison to multiple departments, partners, and donors.

Evaluate and implement activities to support program growth.

Manage technical staff, researcher and partner input necessary for proposal submission process.

Create, implement and evaluate systems to monitor proposal submission and award process and produce quarterly status reports.

**Coordinator, CRC/U.S. Field Programs (PSA) (100315)**

**Page 2 of 2**

Ensure quality control of proposal process concerning specific federal, state, and private donor's guidelines.

**OTHER DUTIES AND RESPONSIBILITIES:**

Participate in CRC's strategic planning effort.

Additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, and word processing, database management, on-line reporting tools, and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum five years of progressively responsible business management experience; Demonstrated working knowledge in the topic areas of climate change, fisheries and aquaculture, and marine spatial planning; Demonstrated development and strategic planning experience; Demonstrated experience in fundraising, financial forecasting, and personnel management; Demonstrated experience managing research grants; Demonstrated familiarity with federal, state, and private donor guidelines and procedures; Demonstrated ability to handle details accurately and oversee all aspects of multiple grant awards simultaneously; Demonstrated expertise with Microsoft Excel, databases, and web-based reporting systems; Demonstrated ability to prepare and deliver oral and written reports; demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Minimum five years of progressively responsible business management experience in a research setting at a university, college, or government agency.

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