



Chief Grants Officer

Full Time / Salary / Exempt

REPORTS TO

Vice President for Strategy and Innovation

DEPARTMENT

Academic Grants Office

EFFECTIVE DATE

1 July 2022

JOB SUMMARY

The Chief Grants Officer in the Office of Academic Grants plays an integral role in advancing the strategic mission of Southern Nazarene University by identifying potential federal, state, corporate, and foundation grant fundings sources, preparing and submitting grant proposals, and ensuring that existing grants remain in compliance with auditor documentation requirements, funder intent, policies, and regulations, and provide timely and accurate reports to funders. The position is a 12-month position.

RESPONSIBILITIES

Essential Functions:

- Assists university administrators, including the president, provost, university advancement, Chief Diversity Officer, VPAA's, VPSI, and department chairs in identifying potential funders, community partnerships, and feasible ideas relevant to the strategic direction of the university. This includes evaluating the cost/benefit, mission fit, and impact on the strategic direction of the university in conjunction with key institutional stakeholder including the president, provost, vice presidents, program directors and department chairs.
- Facilitates the grants development process, including the completion of required internal approvals, for relevant grants.
- Coordinates overall prospecting, proposal preparation, submission, and timetabling for new and renewing grants.
- Orchestrates proposal writing and editing assistance.



- Oversees management of compliance, documentation, and reporting of existing federal and foundation grants (e.g., TRIO, Title III, NSF, Oklahoma Historical Society), including maintaining policies and procedures in alignment with university P&P.
- Compiling and analyzing data necessary to support grant writing projects.
- Manages queries and communication with relevant funding agencies and foundations.
- Networks with grant professionals.
- Assists with periodic updating and tracking of indirect cost rates and maintaining institutional accounts on federal and foundation sites.
- Provide quarterly reports of grants office activities to be disseminated to SNU officers and trustees.

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- Master's degree.
- Three years' experience in grant writing and/or grants management and a proven track record of securing funding.
- Excellent written communications skills with solid attention to detail in editorial and proofreading work.
- Excellent oral communication skills with varied audiences.
- Excellent interpersonal and intercultural skills and demonstrated ability in developing and maintaining effective working relationships with faculty, co-workers, and external constituencies.
- Quantitative skills demonstrated by the ability to conduct descriptive statistical analysis and budget planning and management.
- Demonstrated ability to work effectively with grant databases and grant-seeking software, including government systems.
- Strong organizational and administrative skills with the ability to work both independently and collaboratively and to organize and manage time and projects with different deadlines effectively.
- Initiative, creativity, and talent for problem-solving.
- Discretion in dealing with confidential information.
- Demonstrated ability to work effectively with faculty and university staff in academic affairs, advancement, finance & business operations.
- Knowledge of higher education best practices and trends.
- Intellectual curiosity demonstrated by being conversant in, and understanding, a wide variety of academic disciplines and co-curricular programs.



- Proficiency in Microsoft Office suite, Google collaborative tools, and search engines.

Preferred Qualifications:

- Some college coursework
- Experience in higher education

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University



Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.



Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).