**Nature of Work**

The mission of the Office of Contracts and Grants (OCG) is to advise and assist University researchers in obtaining and managing external funding for sponsored projects. OCG is committed to protecting the University’s interests and is responsible for negotiating contracts, assessing risk, and monitoring the implementation and administration of sponsored contracts; initiating and implementing policies and procedures and providing training to faculty and staff; serving as the University’s liaison with sponsors and regulatory agencies, and advancing CU-Boulder’s research enterprise. This position reports to the Director of the Office of Contracts and Grants which holds signature authority for sponsored contracts, and indirectly reports to the Vice Chancellor for Research and Innovation.

The Director of University Contracts leads the Contracts Unit of the Office of Contracts and Grants and serves as a contracting expert, with experience in both federal and private industry contracting. The Director shall have substantial experience drafting, reviewing, interpreting, and negotiating a wide variety of contracts and shall serve as an expert leader and resource for, and mentor to, Contract Officers, who hold signature authority for the Regents of the University, and contracting staff. The Director shall have responsibilities for contract review, negotiation, execution and management for the University’s most complex contract transactions.

The Director serves as the Chief Negotiator and advisor to the University’s research enterprise on the most complex and high-profile sponsored projects undertaken by University researchers, and will provide counsel and recommendations to campus leadership with respect to risk and mitigation.

The Director serves on the Office of Contracts and Grants’ leadership team which provides guidance on achievement of the unit’s strategic initiatives and furthers the growth and development of the Office and staff, as a whole.

**Job Responsibilities (with percentage weights)**

**30% Supervisory and Management Duties**

The Director of Contracts team provides leadership and supervision of the University’s contracting unit, provides management, direction, guidance and mentorship to all staff in the unit, and manages functions related to workflow, work distribution, and task related training of the Contract Officers and Contract Administrators, classified staff support and student employees.

The Director has responsibility for stewardship of human resources and fiscal resources for the Contracts team and has fiscal responsibility for the unit's operating budget including budget preparation, expenditure control, with respect to personnel and training.

The Director shall create and maintain systematic process for data analysis and reporting for internal and external stakeholders to assure agreement actions are responsive to campus needs and the needs of researchers and research projects.

The Director coordinates with and advises the OCG Director with regard to personnel issues and performs management and supervisory duties for the unit, including but not limited to: conducting performance planning and evaluations, time approvals, tracking work flow, performing Quality Assurance audits, and providing training and mentorship. The Director provides both technical and developmental support to the staff, and guides correction when performance goals are not met. The Director will provide data, participate in, and make recommendations regarding personnel decisions - including hiring, termination, and promotion of employees in the Contracts unit.

**30% Contract Development, Administration and Training**

The Director of Contracts shall possess highly advanced knowledge and understanding of all aspects of contracting. The Director will: communicate and consult with staff, faculty, campus administrators and sponsor representatives in such areas as sponsored program procedures, policies, best practices and contract requirements; development of templates to expedite contracting, develop appropriate trainings for Contract Officers, faculty and staff, in consultation with OCG's Training Development officer; serve as a responsible business and contracting officer for the University with a delegation of signature authority from the Regents of the University to $5 million; provide recommendations to the Director and Vice
Chancellor for Research & Innovation for process improvements, and performs other duties as assigned. The Director will coordinate dissemination of knowledge to the Contracts staff and University stakeholders through training sessions and communication to stakeholders. Service on committees and task forces representing the Contracts unit to further the long-term goals of the Office of Contracts & Grants and the University is required.

20% Serve as Lead Negotiator and Expert Resource
The Director shall provide expert guidance to all members of OCG regarding all aspects of contracting and take lead on the University's most complex contracts. The Director shall be responsible for risk identification and the formulation of recommendations related to risk mitigation. Such negotiations may involve close collaboration with University counsel and University compliance units. As chief negotiator for the University, the Director will provide trusted advice and counsel to the Vice Chancellor for Research and senior University leadership with respect to such contracts, both at the formative stage and throughout the life of a project.

10% External Relationships
- Coordinate workflow and relationships, as they pertain to University contracts, with other campus offices, Legal Counsel, Industry Office, Risk Management, Advancement, Sponsored Program Accounting, all compliance offices, and academic departments and institutes
- Coordinate with other University campuses to develop common standards and synergistic practices as appropriate
- Represent the University of Colorado through professional organizations such as the National Contract Managers Association
- Negotiate, interact, or otherwise represent OCG with sponsored project auditors, state auditors, and CU internal auditors, in coordination with the Director and University contracts
- Develop and maintain positive relationships with internal and external stakeholders

Supervision
The Director of Contracts team provides leadership and supervision of the University’s contracting unit. This position is supervised by the Assistant Vice Chancellor for Research and Director of the Office of Contracts and Grants.

Minimum Requirements
- Baccalaureate degree
- Minimum 15 years of experience drafting, negotiating and administering complex contracts, including five years’ experience working with Federal Acquisitions regulations and intellectual property matters
- Minimum of five years supervisory experience including all aspects of personnel management
- Experience with electronic contract management and/or research administration systems
- Experience analyzing complex contracts, legal documents, and policies, including intellectual property policies
- Skilled at analyzing, summarizing, and presenting essential elements of complex issues to all levels of the University

Required Competencies, Knowledge, Skills, and Abilities
The position requires demonstrated leadership and management proficiency; proven excellence in communication and customer service with all levels of constituents; deep and broad knowledge of the field of contracting on behalf of a public institution or use of public funding; and the ability to make decisions and meet or exceed deadlines under high levels of stress in a fast-paced and challenging environment is a key component of success in this position. The use of sound professional judgment in a variety of business and personnel related situations is required. This position serves on the Office of Contracts and Grants Senior Leadership board and will serve as an executive advisor and resource for the work of sponsored programs campus-wide.
Personal Competencies

- Visibly involved leader with strong relationship skills, a reputation for transparency, integrity, and high ethical standards, who will rigorously uphold quality standards earning the trust of individuals within and outside the University
- Proactive leader not afraid to challenge the status quo or take measured risks in the quest for established goals
- Ability to speak compellingly about the strengths and aspirations of the organization, and passionately seek support of the staff and related stakeholders to enable success
- Collaborative, team-oriented leadership style, good judgment in recognizing talent, assessing where improvements are needed, making appropriate connections and building synergies. An open-minded and multi-dimensional approach to problem solving
- A high level of energy and confidence, a “can-do” and enabling attitude, combined with perseverance, a willingness to learn, and good sense of humor, and enthusiasm for working with and through others to achieve significant outcomes

Leadership Abilities and Supervision Skills

- Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of University policies and objectives
- Demonstrated experience with leading and supervising more than 10 FTE, empowering and developing staff to actively engage and innovate across organizational boundaries.
- Skills to mentor, coach and hold staff accountable at all levels for work performance and products that add value to the organization
- Political acumen essential for negotiating workable solutions to complex problems
- Persuasive interpersonal and communication skills demonstrated by effective interactions with others and clear articulation of organizational goals
- Track record of building relationships quickly and effectively across a broad constituency; a high degree of comfort, sensitivity, and flexibility in working with stakeholders across organizational lines
- Commitment to maximizing organizational efficiency in a high volume work environment
- Experience managing conflict and skills necessary to bring parties with disparate views toward mutually beneficial outcomes that promote long-term relationship building

Commitment to Service, Integrity and Ethical Decision-making

- Ability to evaluate internal controls and understand organizational risk, implementing appropriate policies or procedures to ensure compliance
- Experience managing internal and sponsor audits, including federal audits conducted by various agencies each year. Appropriately respond to audit findings and/or recommendations ensuring University maintains good standing
- Responsive to, and supportive of principal investigators and other campus stakeholders
- Passion for service excellence, including research and operational integrity

Preferred Qualifications

- Direct experience as lead negotiator for international agreements
- 15 years’ experience serving as a warranted contracting officer with a federal agency or in the aerospace industry

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