



POSITION DESCRIPTION

TITLE: Director of Sponsored Programs

DEPT: Academic Affairs

REPORTS TO: Vice President for Academic Affairs

FLSA: Exempt

SALARY: \$70,000-\$85,000

POSITION SUMMARY:

Heritage University is a private, multicultural, access-driven institution rooted in the homeland of the Yakama Nation and committed to breaking social, cultural, economic, and geographic barriers to higher education.

As part of this mission, the Director of Sponsored Programs plays a vital role in securing and managing external funding that supports transformational, student-centered education and community-focused initiatives. The Director oversees all aspects of pre-award and post-award administration, ensures compliance with federal and sponsor regulations, and collaborates closely with faculty, administrators, and community partners to advance research, service, and capacity-building projects aligned with Heritage University's values

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Upholds the Heritage University Mission Statement.
2. Represents Heritage University, as assigned by the Vice President for Academic Affairs, in the most positive manner with prospective, former, and current students, clients, suppliers, and the community. Interacts effectively with a diverse group of faculty, staff, students, and other stakeholders. Adapts to and uses the operational practices of Heritage University.
3. Pre-Award Administration
 - a. Serve as the primary campus resource for faculty and staff pursuing external funding.
 - b. Identify grants and funding opportunities aligned with Heritage University's mission of empowering diverse and historically underserved student populations, including Native American and Hispanic communities.
 - c. Provide hands-on support to project directors, faculty, and staff in developing strong proposals, including:
 - i. Drafting and reviewing narratives
 - ii. Preparing budgets
 - iii. Acquiring letters of support
 - iv. Confirming compliance with sponsor and institutional requirements
 - d. Submit proposals as the University's Authorized Organizational Representative (AOR).
 - e. Maintain proposal templates, institutional data, and standardized language reflecting Heritage University's mission and Yakama Nation land acknowledgment.

4. Post-Award Administration
 - a. Coordinate award setup and communicate terms, restrictions, and responsibilities to project directors and finance staff.
 - b. Monitor expenditures and budgets to ensure allowability, allocability, and compliance with federal Uniform Guidance.
 - c. Support faculty in managing project timelines, deliverables, reporting, and sub-recipient monitoring.
 - d. Collaborate with Finance to prepare and submit accurate financial reports.
 - e. Assist in ensuring prompt programmatic reports to sponsors.

5. Compliance & Risk Management
 - a. Interpret and ensure compliance with federal regulations, state laws, sponsor rules, and Heritage University policies.
 - b. Develop and maintain sponsored programs policies and procedures tailored to Heritage University's size, structure, and community-driven mission.
 - c. Prepare for internal and external audits and manage corrective actions.
 - d. Facilitate grant-related compliance training for faculty and staff (e.g., financial stewardship, conflict of interest, research integrity).

6. Institutional Coordination & Communication
 - a. Build collaborative relationships with Finance and Administration, Human Resources, Institutional Research, and the Office of the President.
 - b. Provide outreach, workshops, and individual coaching to increase grant readiness among Heritage University faculty and staff.
 - c. Promote funding opportunities that strengthen community partnerships, support Yakama Nation initiatives, and improve social mobility and area where Heritage University is nationally recognized.
 - d. Represent Heritage University's Toppenish and Tri-Cities locations to sponsors, consortia, regional partners, and other university constituents.

7. Reporting & Data Management
 - a. Maintain accurate database of proposals, awards, compliance requirements, and as deadlines.
 - b. Prepare periodic reports for institutional leadership highlighting trends, successes, and capacity-building needs.
 - c. Support institutional accreditation and strategic planning efforts by providing sponsored programs data aligned with Heritage University mission-centered metrics.

KNOWLEDGE, SKILLS, ABILITIES and QUALIFICATIONS REQUIRED:

Required Qualifications

- Bachelor's degree required, master's degree preferred.
- 3–7 years of experience in grants or sponsored programs administration.
- Knowledge of federal agency requirements and Uniform Guidance.
- Strong skills in budget development, compliance interpretation, and grants management.
- Excellent communication and interpersonal skills, with cultural awareness suited to Heritage University's diverse and predominantly first-generation student population.

Preferred Qualifications

- Experience working in a minority-serving institution, tribal college/university, or community-serving educational environment.
- Familiarity with federal, state, tribal, and foundation funding sources aligned with Heritage University's mission and regional priorities.
- Grant Professional Certification (GPC) or Certified Research Administrator (CRA).
- Experience writing or managing grants that support access, equity, and community engagement.

Work Environment

- Based on the Toppenish campus, located on the traditional lands of the Yakama People.
- Office-based work with availability to faculty and staff primarily located at the Tri-Cities location.
- Occasional local and regional travel for sponsor meetings or professional development and to ensure comparable support for faculty and staff located in Tri-Cities.

OTHER DUTIES AND RESPONSIBILITIES: Performs other functions as necessary or as assigned

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE:

Applications-Required information please include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application | Link: [HU Application](#)

Review of *complete applications submitted*, with the listed above, will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.