



Director
Office of Sponsored Programs
Administration & Research Compliance

Leadership Profile
Winter/Spring 2024



THE OPPORTUNITY

Drake University is seeking a new Director of the Office of Sponsored Programs Administration & Research Compliance ([SPARC](#)). Our national search aims to recruit a visionary and forward-thinking leader. The Director will provide inspirational leadership to grow the institution's research portfolio and partner with academic and operational leaders throughout the institution.

The new Director will enjoy opportunities to build upon past accomplishments and recent expansions of institutional research while also being empowered to pursue new strategic goals and objectives. The Director will be eager to build bridges to the greater University and professional communities, foster positive relationships with internal and external stakeholders, and support faculty and staff in their research pursuits. The Director supervises the SPARC team and works closely with faculty, academic leaders, and operational leaders across the institution, in addition to funding institutions and agencies.

We welcome applications from candidates with a wide range of backgrounds and experiences. We are searching for candidates whose core values are aligned with ours, including furthering, protecting, and supporting diversity, equity, and inclusion in what we do and how we do it.

About the Department/SPARC

The Office of Sponsored Programs Administration & Research Compliance (SPARC) provides Drake University's faculty, staff and students with comprehensive guidance and support in their pursuit and conduct of research and scholarly activities. SPARC consists of the Director, a Senior Grants Specialist, and two Grants/Senior Grants Accountants.

SPARC works collaboratively with the university's research community to partner in advancing Drake's mission of teaching, research, and scholarship. The office prides itself in providing the highest quality customer service and technical expertise to its internal and external stakeholders.

SPARC provides assistance in five primary areas: Pre-Award, Post-Award, Research Compliance, Technology Transfer, and Training.

Pre-Award

SPARC provides a full range of pre-award services to faculty, staff and students and serves as the official liaison between Drake faculty and staff and funders.

The pre-award function supports the research community by providing resources to aid in the search for funding opportunities.

SPARC also facilitates all aspects of the proposal development process including preparing, reviewing, approving, and submitting competitive applications for research and scholarly activities to external funding agencies.

Post-Award

SPARC's Post Award team supports researchers in managing their externally funded sponsored projects. SPARC's grants accountants work to manage the financial components of grant awards.

Once an award is received, a grants accountant will be assigned and will work together with the Principal Investigator (PI), budget manager and the Dean/Chair to fulfill financial reporting and compliance requirements, general account management and effort reporting.

Research Compliance

The Director plays a leading role in research compliance, including working closely with the chairs of both the Institutional Animal Care and Use Committee (IACUC) and Institutional Review Board (IRB).

The IACUC oversees the specific use of animals by formally reviewing animal use protocols and granting approval prior to the commencement of any research.

Drake University's IRB is charged with the responsibility of overseeing the protections of human subjects participating in Drake University research. The IRB works with researchers to ensure all ethical and government guidelines are followed.

Technology Transfer

Technology Transfer is the process of realizing the value of intellectual assets and then engaging in the select processes required to take an innovation to market.

The process involves eight steps: research, invention disclosure, assessment of potential, patenting, identifying potential licensees, negotiation, licensing, revenue generation, and commercialization. The Director will serve as the primary contact and resource for Drake's technology transfer process.

Education, Training, & Outreach

Under the Director's leadership, the SPARC team provides regular outreach, training, and guidance to faculty and other college constituents on all matters pertaining to grant development and research compliance.

There are opportunities to update and expand these practices, including a review of the options for live and on-demand training.

Learn more about SPARC at <https://www.drake.edu/sparc/>.



The Director's Role

The Director will be an innovative, forward-thinking leader who can bring their ideas and perspectives to this vital office. Reporting to the Deputy Provost of Academic Affairs, the SPARC Director is responsible for directing the University's efforts in grant development and procurement, grant management and oversight, and strategic planning and partnerships.

Candidates holding tenured faculty positions are encouraged to apply. Consideration for tenure and dual appointment within one of Drake University's academic units will be reviewed by the subject academic unit and the Provost consistent with the institution's needs and the qualifications of the candidate.

The search committee is particularly interested in candidates who, through their research, teaching, and/or service, will contribute to the diversity and excellence of the academic community.

Required Qualifications

Our new Director will have:

- A Master's degree.
- At least three years of experience in grant management, finance, clinical research, project management, or other relevant leadership or academic functions.
- Demonstrated collaborative spirit and ability to work with multiple stakeholders.
- Demonstrated track record of organizational skills, attention to detail, and the ability to meet deadlines.

Desired Knowledge, Skills, & Abilities

The Director will have excellent organizational skills and an eye for innovation and process-improvement.

The Director will possess well-developed communication skills and the ability to support and collaborate with research faculty, grant managers, and academic leaders. Prior experience directly supervising staff and mentoring will be very beneficial.

The Director should possess a thorough understanding of current public policy issues in the research arena.

Experience with the grant cycle, research compliance, training, and higher education is strongly preferred. Experience negotiating awards and industry contracts is also strongly preferred.

The successful candidate will possess knowledge—or express the ability and interest to gain such knowledge—of federal regulations and OMB Uniform Guidance relevant to university sponsored programs. The Director will also be effective in explaining regulations and applicable guidance to others.

We are interested in reviewing a wide range of applications, including candidates who display high potential for success in this role, even if they may not already possess all the desired qualifications identified here.

We encourage you to apply if you have relevant experience and a strong desire to gain additional experience and skills needed to be successful in this role.



Research at Drake University

Drake is proud to be a student-focused and teaching-focused institution. We are fortunate that most teaching schedules are arranged to allow faculty time for professional research. One of SPARC's important roles on campus is to help faculty secure funding sources for research.

Drake has experienced some variations in awarded dollars from pre-COVID times to today. In the past three fiscal years, we have seen a range from approximately \$14 million to \$16 million in dollars awarded, with most grants being awarded via federal sources.

We are interested in finding new ways to further expand and grow our portfolio of sponsored research for our faculty. Additionally, we are interested in exploring more opportunities for operational grants and grants that will directly benefit our students.

You can learn more about some of Drake's Research & Scholarship tracks [here](#).

Employee Salary, Benefits, & Perks

The salary will be competitive with peer schools. We anticipate the starting salary will be at least \$100,000. The final offered salary will be dependent upon the qualifications and experiences of the selected candidate.

At Drake, we are proud to offer our employees, their spouses, and eligible dependents a comprehensive benefits package, which includes a wide range of core benefits, perks, and discounts.

If you are considering applying for this position with Drake University, we invite you to spend a little time with our digital benefits guide: [Drake Benefits Guide \(Plan Year 2024\)](#).

One of our very popular policies provides a tuition waiver for Drake employees, their spouses, and eligible dependents. Drake also participates in not one, but two tuition exchange programs available to dependent children. You can learn about both the tuition waiver policy and tuition exchange programs here: [Tuition Benefits](#).

SPARC Points of Pride

Based out of our School of Education, Drake University has operated a robust, wholly grant-funded, Drake Head Start for over a decade. Since 2014, Drake University has also managed an Early Head Start program. Head Start and Early Head Start are comprehensive child development programs, which serve children from birth to age five, pregnant women and their families. These programs are child-focused and have the overall goal of increasing the school readiness of young children in low-income families.

Based on our most recent data, grants and contracts represented 9% of Drake's core revenue compared to 3% at our peer institutions. Similarly, private gifts, grants, and contracts represent 10% of Drake's core revenue compared to 9% at our peer institutions.



About Drake University

UNIVERSITY OVERVIEW

Drake University was founded in 1881 and the College of Pharmacy was created soon thereafter. Drake University is recognized as one of the finest national liberal arts universities. As a midsize, private university in Des Moines, Iowa, Drake offers students the benefits and resources of a larger institution with the advantages of intimate class sizes and close personal relationships.

World-class education with personal attention.

Drake offers more than 150 majors, minors, and concentrations for undergraduates, more than 20 graduate degrees, online graduate and undergraduate programs, and a variety of career-focused continuing education programs through seven colleges and schools. With nearly 5,000 full- and part-time students, the Drake experience is characterized by close relationships among faculty, staff, and students with an emphasis on ethics and developing reflective practitioners of their disciplines.

The University's beautiful campus sits on approximately 150 acres, just two miles from Des Moines' thriving downtown. Residence halls are connected to academic and administrative buildings. On our beautiful campus, you will find open green spaces, a planted prairie, outdoor art, a reflecting pool, pedestrian plazas, and walkways. The Arbor Day Foundation has recognized Drake's efforts to foster a healthy urban forest, awarding the University a Tree Campus Higher Education designation.

The perimeter of campus (affectionately referred to as "Dogtown") is defined by diverse businesses and destinations—retail shops, coffee houses, and restaurants.

Drake University's academic units include:

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| ■ College of Arts & Sciences | ■ Law School |
| ■ College of Pharmacy & Health Sciences | ■ School of Journalism & Mass Communication |
| ■ Cowles Library | ■ Zimpleman College of Business |
| ■ John Dee Bright College | |
| ■ School of Education | |

Drake University has been on the approved list of the North Central Association of Colleges and Schools since 1913. Since reorganization of the association in 2000, Drake University is accredited by the [Higher Learning Commission](#) (HLC).

OUR MISSION

Provide an exceptional learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible global citizenship. The Drake experience is distinguished by collaborative learning among students, faculty, and staff and by the integration of the liberal arts and sciences with professional preparation.

OUR INSPIRATION

Together we transform lives and strengthen communities. Learn more about Drake's [Mission and Inspiration](#).

OUR CORE VALUES

Our core values form the foundation of how faculty and staff perform our work, how we conduct ourselves, and how we interact with each other. These values guide our interactions as colleagues in support of delivering on our mission promise. Through these values we continue to build a stronger, more vibrant campus culture.

Joyful Accountability

- I am curious and creative, brave, and bold.
- I strive each day to be my best.



Generosity of Spirit

- We trust, empower, and presume the best of each other.
- We practice civility, caring, and respect.
- We commit to equity and inclusion.



All In This Together

- We embrace robust communication and transparency.
- We thrive through collaboration and teamwork.



Commitment to Mission

- We are united in service to students and our communities.
- We act with integrity and purpose.
- We are optimistic about our future.



Read more about Drake's [Core Values](#) and watch short videos.



LEADERSHIP

At Drake, we believe our University is only as strong as our leaders. Our administration is dedicated to improving the lives of individuals both on campus and throughout the community. In adhering to our core values, members of Drake administration are committed to leading with integrity and inclusion.

Drake's leadership team is committed to a bold plan for progress toward our vision: to enhance our position as a premier university in the Midwest and as a national leader in higher education.

- President Earl F. "Marty" Martin has led Drake University since July 2015. He is an engaged leader with a commitment to students, the liberal arts, equity and inclusion, and strengthening engagement with the community.
- Provost Sue Mattison is the chief academic officer at Drake University, leading the Office of the Provost since 2016 in overseeing all academic programs. Additionally, she holds a PhD in epidemiology and tenure as professor in the College of Pharmacy and Health Sciences.

SPARC reports through the Provost's Office. The Director reports directly to the Deputy Provost, Jimmy D. Senteza. Dr. Senteza has been at Drake since 2000. Prior to taking on the Deputy Provost for Academic Affairs role in 2023, he served as the Director of the Nelson Institute as well as the Faculty Senate President. Dr. Senteza's main research interests are asset pricing, finance pedagogy, investment management, applications of behavioral finance, and the understanding of emerging capital markets.

Learn more about our [leadership philosophy and senior leaders](#).

Drake's Strong Commitment to Diversity, Equity, & Inclusion

We welcome applicants of diverse backgrounds, experiences, and perspectives. If you are a member of a socially or historically underrepresented or marginalized group or you have actively demonstrated a commitment to diversity and inclusion, we encourage you to apply. If you are a member of one of the equity groups identified by applicable law, we encourage you to self-identify, where requested in our online application system. Learn more about the University's [DEI commitment and efforts](#).

Drake University Fully Embraces Equal Opportunity

Drake University is committed to providing access and reasonable accommodations in its services, programs, activities, education, and employment for individuals with disabilities. If you would benefit from an accommodation at any point in the recruitment process (including using our online application process), please contact Drake Human Resources (ph: 515-271-3133; e: jobs@drake.edu) and let us know how we can assist you.

At Drake University, we highly value a diverse, inclusive working and learning environment. We are proud to be an equal opportunity employer and we actively seek applications from individuals with diverse backgrounds and from anyone who shares our values.

We stand firmly against discrimination including on the basis of race, color, national origin, creed, religion, age, disability, sex, pregnancy, gender identity, gender expression, sexual orientation, genetic information, veteran status, or any characteristic protected by law.





Living in Des Moines, Iowa

Des Moines is Iowa's capital city and the county seat of Polk County. The local government serves more than 215,000 residents throughout 52 neighborhoods with more than 4,000 acres of parkland and 81 miles of trails. The City of Des Moines stands to be a financially strong city with exceptional city services, fostering an involved community in a customer friendly atmosphere.

Des Moines is the core of one of the fastest growing metro areas in the Midwest and is beaming with community pride and accolades.

Des Moines is a national hub for financial services, insurance, publishing, manufacturing, and politics. It is the nexus of Iowa's state government and the headquarters of industry giants (Principal Financial Group, Dotdash Meredith, and more). The Greater Des Moines Metropolitan area serves as a dynamic area providing attractive quality-of-life options for not only students but also faculty and staff. From a diverse live music, theater, and arts scene to sports, cultural festivals, farmers markets, shopping, and outdoor trails, Des Moines offers plenty of options for entertainment.

RECENT DES MOINES RANKINGS

- #6 Best Place to Live for Families — **U.S. News & World Report, 2023**
- Top 20 Most Neighborly City in the U.S. — **Neighbor, 2023**
- #1 Place for Young Professionals to Live — **Forbes, 2023**
- Top 10 Fastest-Growing Mid-Sized Metro — **Site Selection Group, 2023**
- Top Five Small City for Young Graduates — **Pheabs, 2023**
- Top 12 Best Mid-Size City in the U.S. — **Extra Space Storage, 2023**
- Top 10 Best Place to Live in the U.S. — **U.S. News & World Report, 2023**
- # 1 Best Midsized Metros for Millennials — **CommercialCafe, 2023**
- #7 Lowest Cost of Living in the U.S. — **Apartment List, 2023**
- [More Des Moines Rankings...](#)

TO LEARN MORE ABOUT OUR WONDERFUL COMMUNITY, VISIT:

- [Drake & Des Moines](#)
- [Greater Des Moines Partnership](#)
- [Catch Des Moines](#)
- [City of Des Moines](#)

Applications, Nominations, & Inquiries

We welcome all applications, nominations, and inquiries. For full consideration, please complete your online application by March 15, 2024. Apply online at: <https://jobs.drake.edu/>. In addition to completing Drake's online application, candidates are asked to include:

- A letter of interest highlighting relevant experiences meeting both the position's required and desired qualifications;
- A statement that articulating the candidate's demonstrated commitment to diversity, equity, and inclusion; and
- A current curriculum vitae.

Additional materials may be requested of semi-finalists and finalists. The anticipated start date is on or around June 1, 2024. However, we would be happy to explore an earlier start date, so the new Director could have some overlap with the retiring Director.

Nominations and inquiries can be directed to the search chair:

Dr. Klaus Bartschat, Ellis & Nelle Levitt Professor of Physics, at: (e) klaus.bartschat@drake.edu; (ph) +1-515-954-9880.

If you would benefit from disability accommodations at any point in the application and interview process, please contact Drake HR at jobs@drake.edu. We are happy to assist you.