

JOB INFORMATION

Job Code	HU17
Job Description Title	Dir, HU Proposal Development & Contracts Management
Pay Grade	H34
Range Minimum	\$97,740
33rd %	\$119,240
Range Midpoint	\$129,990
67th %	\$140,740
Range Maximum	\$162,240
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	9/2/2026 10:26:14 AM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Sponsored Programs

JOB SUMMARY

Leads institutional efforts to identify, capture, and secure funding through large-scale, multi-institutional proposals, federal contract vehicles, and strategic partnerships while ensuring compliance with federal regulations, research security requirements, and sponsor expectations. Serves as a principal advisor to AU-ARI (Applied Research Institute) leadership on federal funding strategy, business development, sponsor engagement, contracting risk, research security, and organizational growth opportunities. Represents AU-ARI with federal agencies, defense organizations, industry partners, and Redstone Arsenal stakeholders to enhance Auburn University's competitiveness and expand its national research footprint.

RESPONSIBILITIES

- Provides strategic leadership for AU-ARI's proposal development, contracts management, and federal research growth initiatives, establishing organizational priorities and long-term funding strategies that support institutional objectives and mission-critical research programs.
- Directs federal capture and opportunity development activities by identifying, evaluating, and pursuing complex funding opportunities from the Department of Defense, NASA, Department of Energy, Department of Homeland Security, and other federal sponsors.
- Develops and implements enterprise-level capture strategies for large-scale, multi-institutional, interdisciplinary, restricted, and classified research opportunities, including cooperative agreements, Other Transaction Authorities (OTAs), Indefinite Delivery/Indefinite Quantity (IDIQ) contracts, Broad Agency Announcements (BAAs), and other federal acquisition vehicles.
- Leads strategic business development efforts to position AU-ARI for sustained growth in federally funded research, defense contracting, and technology transition programs by cultivating relationships with agency stakeholders, prime contractors, industry partners, and research collaborators.
- Serves as a principal advisor to AU-ARI leadership on federal funding strategy, sponsor engagement, research security requirements, contracting risks, partnership development, and organizational growth opportunities.
- Directs the development and submission of highly competitive proposals and contract applications, including complex multi-partner, multidisciplinary, and cost-reimbursable projects requiring extensive coordination among internal and external stakeholders.
- Provides leadership in technology transition and research commercialization activities by facilitating pathways that move research outcomes from development to operational implementation and sponsor adoption.
- Establishes and oversees strategic proposal development infrastructure, including proposal management processes, review protocols, compliance standards, templates, resource planning, and operational workflows.

RESPONSIBILITIES

- Leads research security and compliance initiatives, ensuring adherence to university policies and federal requirements related to NSPM-33, export controls, Controlled Unclassified Information (CUI), ITAR/EAR regulations, foreign influence mitigation, current and pending support disclosures, and classified research activities.
- Directs post-award contracts management and oversight activities to ensure effective project execution, fiscal stewardship, regulatory compliance, sponsor reporting, award modifications, and project closeout.
- Develops and maintains strategic relationships with federal agencies, defense organizations, Redstone Arsenal tenants, military commands, industry partners, and research consortia to expand Auburn University's research portfolio and collaborative opportunities.
- Represents AU-ARI in executive-level meetings, sponsor briefings, industry forums, proposers' conferences, consortium activities, and federal engagement opportunities to advance Auburn University's research and national security objectives.
- Provides strategic guidance to investigators, research leadership, and administrative personnel regarding sponsor priorities, proposal competitiveness, funding diversification, regulatory requirements, and research growth strategies.
- Collaborates with university leadership, the Office of Sponsored Programs, Contracts and Grants Accounting, compliance offices, principal investigators, and external stakeholders to promote effective administration of sponsored research activities and institutional compliance.
- Leads, develops, and evaluates personnel responsible for research development, proposal management, contract administration, and compliance functions, ensuring high-quality support services and achievement of organizational objectives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	field appropriate to the position	and	7 years of	experience leading federal research development, proposal strategy, contracts management, and business development initiatives within a complex research environment. Desired experience includes securing and administering sponsored programs from federal agencies such as DoD, NASA, DOE, and DHS. Experience developing capture strategies, managing large-scale interdisciplinary proposals, navigating research security and regulatory requirements, cultivating strategic partnerships, and providing executive-level leadership to grow federally funded research portfolios and technology transition efforts.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of federal research funding mechanisms, acquisition regulations, and sponsored program administration, including grants, cooperative agreements, Other Transaction Authorities (OTAs), Indefinite Delivery/Indefinite Quantity (IDIQ) contracts, Broad Agency Announcements (BAAs), and Department of Defense contracting processes.	
Extensive knowledge of federal and university research compliance requirements, including NSPM-33, export controls, ITAR/EAR regulations, Controlled Unclassified Information (CUI), classified research requirements, foreign influence mitigation, and related sponsor policies.	
Demonstrated skill in identifying, evaluating, and pursuing high-value federal funding opportunities through strategic capture planning, sponsor engagement, partnership development, and competitive positioning of complex research initiatives.	
Advanced skill in directing the development, submission, negotiation, and administration of large-scale, multi-institutional research proposals and sponsored agreements while ensuring compliance, fiscal accountability, and alignment with organizational objectives.	
Ability to provide strategic leadership for multidisciplinary proposal development, technology transition, and research expansion efforts involving diverse stakeholders, multiple funding sources, and complex regulatory environments.	
Ability to establish and maintain productive relationships with federal agencies, industry partners, military organizations, university leadership, and research collaborators to advance institutional research priorities and long-term funding success.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Some positions may need to qualify for Department of Defense security clearance.	Upon Hire	Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				15 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.