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Invitation for Applications and Nominations for the Position of:
**Assistant Vice President for
Research and Grants Administration**

Greenwood/Asher
& ASSOCIATES, LLC

The Opportunity

The University of Washington (UW), one of the world's preeminent universities, invites applications and nominations for the position of Assistant Vice President for Research and Grants Administration.

Position Overview and Responsibilities of the Assistant Vice President for Research and Grants Administration

Reporting to the Vice President for Finance, the Assistant Vice President for Research and Grants Administration is a senior management role responsible for the overall leadership for Research and Grants Administration, a division of UW Finance. This senior leadership position is responsible for the oversight of administrative procedural compliance and administration for UW's \$1.7 billion annual grants program. The units that comprise the Research and Grants Administration Division are responsible for strategic planning, performance measurement and accountability, resource allocation, and customer service activities as well as developing and communicating policies and procedures and maintaining customer contact within the University and with external entities. The units within the Research and Grants Administration Division are:

- *Grant and Contract Accounting*: Supports the UW community through fiscal management of contracts and grants from budget set up to closeout.
- *Management Accounting and Analysis*: Provides subject matter expertise for federal compliance related to Facilities and Administration (F&A) rates, effort reporting, and services and recharge center rates. This unit serves as the UW lead for the development of F&A rate proposal with federal sponsors.
- *Post Award Fiscal Compliance*: Assists both campuses and central administrative units with information, training, and advice to mitigate risk of non-compliance with sponsor terms and conditions.

The Assistant Vice President provides:

- Program Direction and Leadership:
 - Develop long-range organizational plans addressing resource allocation, process changes, unit functions, procedures, policies, and improvement initiatives ensuring consistency with campus customer needs and expectations.
 - Work with a diverse group of individuals, placing a value on diversity, equity, and inclusiveness.
- Policy Development and Monitoring:
 - Develop, write, and communicate necessary accounting, financial, and administrative policies, and procedures for guidance of the internal staff and university units.
 - Communicate and coordinate appropriate policies and procedures with administrators, department heads, and senior officers.
 - Approve, with delegated authority, exceptions to established sound accounting policies and procedures.

- Interpret and provide advice and guidance to senior officers and campus departments on matters such as the authority for and appropriateness of proposed expenditures, the applicability of state and federal laws and regulations, and the impact of proposed legislation.
- Program Development
 - Lead a team of stakeholders to establish robust internal controls and efficient processes.
 - Work with the Director of Audits, interacting with federal, state, local, private, and internal auditors. Establish and implement policy and procedural changes based on audit recommendations.
- Budget Management
 - Oversee the management of assigned budgets and work with the Finance budget officer to manage the budget process.

Position Qualifications

This position requires a bachelor's degree in accounting, business administration or related field and ten years of leadership experience in higher education or related field. An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may substitute for the degree. This position also requires:

- › Ability to function independently and effectively.
- › Strong verbal and written communication skills.
- › Excellent analytical and quantitative skills.
- › Dynamic organizational and leadership skills.
- › The capacity to function effectively in a complex, changing environment.
- › Detailed technical knowledge of grants and contract administration.
- › Knowledge of accounting principles and financial management related to higher education; and
- › Personal and professional commitment to Diversity, Equity, and Inclusion (DEI) and the advancement of DEI initiatives in leading a team and the organization.

Professional certification(s) desired (CPA, CMA, CFA) and/or master's degree, and commitment to quality principles.

The University of Washington

The University of Washington is a multi-campus (often referred to as tri-campus) university, with locations in Seattle (that includes a world-class academic medical center), Tacoma, and Bothell. Founded in 1861 and one of the oldest state-supported institutions of higher education on the Pacific coast, more than 12,000 bachelor's, master's, doctoral and professional degrees are conferred annually from its 319 programs and almost 650 degree options. The University is consistently ranked among the best schools in the nation as well as the world. In 2021, U.S.



News and World Report, UW ranked 8th (out of nearly 1,500 universities worldwide); and, the Academic Ranking of World Universities has ranked UW as one of the top 20 universities worldwide since its rankings were first released.

The University's research portfolio and impact are well-established, with its research budget typically ranking among the top five in U.S. public and private institutions. As a public university, UW maintains a deep commitment to service, and collaborates with partners around the globe to bring

knowledge and discovery to the citizens of Washington. Recognized as one of the world's most innovative universities, UW delivers and extends education, discovery, and public service across the globe.

UW considers diversity to be integral to its excellence, including valuing and honoring diverse experiences and perspectives, striving to create welcoming and respectful learning environments, and promoting access, opportunity, and justice for all. The [Diversity Blueprint](#) articulates the tri-campus community's aspirations for becoming a truly inclusive and equitable environment for learning, research, service and outreach.

Mission

The primary mission of the University of Washington is the preservation, advancement, and dissemination of knowledge. The University preserves knowledge through its libraries and collections, its courses, and the scholarship of its faculty. It advances new knowledge through many forms of research, inquiry, and discussion; and disseminates it through the classroom and the laboratory, scholarly exchanges, creative practice, international education, and public service. As one of the nation's outstanding teaching and research institutions, the University is committed to maintaining an environment for objectivity and imaginative inquiry and for the original scholarship and research that ensure the production of new knowledge in the free exchange of facts, theories, and ideas.

Vision

The University of Washington educates a diverse student body to become responsible global citizens and future leaders through a challenging learning environment informed by cutting-edge scholarship.



Discovery is at the heart of our university.

We discover timely solutions to the world's most complex problems and enrich the lives of people throughout our community, the state of Washington, the nation, and the world.

Diversity, Equity, and Inclusion

UW Finance strives to ensure that the University of Washington's reputation as an employer parallels its reputation as a world-class university, allowing for individuals to achieve their full potential. We believe that every position at UW plays an important role in helping the University achieve its goals and that every employee brings unique value.

At the University of Washington, diversity is integral to excellence. UW Finance values diversity, equity, and inclusion and is committed to creating a culture that honors diverse voices, experiences, and perspectives. UW Finance is committed to increasing access and removing barriers and collectively contributing to the end of structural and systemic racism. UW Finance has developed a robust DEI training program for staff and supervisors, with annual goals and training for all staff and leadership with participation tied to successful performance evaluations. Training advances each year and the program is ongoing. UW Finance strives to be an anti-racist organization and all leadership and staff contribute to and are responsible for creating an inclusive workplace.

Academics and Student Life

The portfolio of academic offerings provided through UW's colleges and schools allows for a variety of disciplines for students to imagine and fulfill their pursuits and educational aspirations [Colleges and schools | About the UW \(washington.edu\)](#). The University's colleges and schools offer 1,800 undergraduate courses each quarter. With more than 600 study abroad options and exchange options at 70 partner universities around the globe [Study Abroad \(washington.edu\)](#), options allow for integration of a global perspective and experience into the undergraduate experience.

Through the Graduate School, 370 graduate and certificate programs are offered through 120 academic departments (across all campuses), and graduate students make up one-quarter of all UW students.

Programming and support outside of the classroom is a critical piece of the overall student experience. Through student organizations, health and wellbeing programming, career planning, and a host of other experiences to complement student academic and curricular efforts, UW offers support resources and structures to foster student success [Student Life \(washington.edu\)](https://www.washington.edu/student-life).

Accreditation

The University of Washington is accredited by the Northwest Commission on Colleges and Universities (NWCCU).



Athletics

UW participates in the National Collegiate Athletic Association's Division I-A, and the Pac-12 Conference. With over 650 student-athletics, UW is proud of its stature as one of the nation's elite intercollegiate athletics programs. [University of Washington Athletics - Official Athletics Website](https://uwathletics.com).

Nomination and Application Process

Salary

Salary will be competitive and commensurate with qualifications and experience.

How to Apply

Greenwood/Asher & Associates, LLC is assisting the University of Washington in this search. Applications and nominations are now being accepted. Confidential inquiries and nominations should be directed to Greenwood/Asher and Associates. Applications must include a cover letter, resume, and list of five references. Submission of application materials as PDF attachments is strongly encouraged. For a full application package please provide a cover letter, resume, and list of five references. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct all confidential inquiries, nominations, and applications materials to:

Marion Frenche, Practice Leader, Diversity, Equity & Inclusion, Search Manager and Senior
Executive Search Consultant

Jeanie Andrews, Search Manager and Senior Executive Search Consultant

Email: marionfrenche@greenwoodsearch.com

Email: jeanieandrews@greenwoodsearch.com



The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.