

Position: Director of Grant Programs in Religion and Theology

Department: School of Religion

Description

Hampton University School of Religion invites nominations and applications for Director of Grant Programs in Religion and Theology for the School of Religion.

Founded in 1868, Hampton University is a leading historically black university (HBCU) located on the Virginia Peninsula in the City of Hampton. It is a privately endowed, co-educational, and nonsectarian institution.

Hampton University Online offers access to high quality, asynchronous degreed programs spanning from certificate credentialing to Doctoral degrees. Our faculty bring diverse experiences from their academic and professional backgrounds to ensure students receive an education that prepares them for global opportunities. We are committed to the promotion of learning, the development of character, the creation of knowledge, and service to society. HU Online currently offers the Associate of Arts, Bachelor of Arts, Master of Arts, and Master of Divinity Degrees. We are anticipating offering the Doctor of Ministry and the Doctor of Philosophy degrees beginning in January 2024. The objectives of the School of Religion degree programs are to: 1) prepare men and women for excellence in pastoral leadership, theological scholarship, and community service and 2) provide students with opportunities to acquire and cultivate a specific body of specialized knowledge that will prepare them to become leaders in the church, community and the academy. Grantsmanship activity in the School of Religion is a significant component, which adds depth and breadth to our academic degree programs.

Duties and Responsibilities

- Facilitate and enable sustained, inclusive dialogue that promotes a common vision for grantsmanship in the School of Religion.
- Be responsible for the day-to-day management of our suite of Lilly Endowment grants, and provide managerial oversight for all aspects of the award, particularly budgets and expenditures.
- Facilitate the grant according to the proposal and funder's guidelines and financial stipulations in cooperation with the Office Grants Management and Sponsored Programs.
- Uphold high professional standards that reflect sound principles of cooperation and confidentiality in managing relationships with project partners and collaborators.
- Engage with technical services team members to manage, coordinate, and support all aspects of the grant and grant participants throughout the grant life cycle.
- Demonstrate the ability to work as a team player and proactively interrelate across multiple leadership levels and departments.
- Demonstrate the ability to anticipate and identify problems, obstacles, and opportunities and take decisive action to address them while adhering to timelines and deadlines.
- Display strong organization and time management skills, with the ability to manage multiple projects and concurrent tasks.
- Excellent written and verbal communication skills with acute attention to detail Ability to work independently with minimal supervision.
- Excellent interpersonal skills along with the ability to interact effectively with a diverse population of students, staff, faculty, and administrators.

Qualifications:

Demonstrated knowledge and experience with standard office and clerical procedures, current office technology and computer programs/applications including Microsoft Suite, Excel, Power-Point. Effectively communicate with a diverse range of people. Must have strong editing skills, to edit for content and grammar. Demonstrate creative team and individual problem-solving skills

Ability to work effectively and respectfully in a team environment with a diverse group of coworkers, program staff, and funders. Ability to self-direct, self-motivate, and demonstrate non-judgmental professional decision-making. Ability to manage multiple projects simultaneously and meet all grant deadlines

How to Apply

Review of applications begins immediately and will continue until the position is filled. For an initial review, applicants should submit a curriculum vitae and a cover letter electronically to debra.haggins@hamptonu.edu. If selected for further processing additional application documents will be requested.