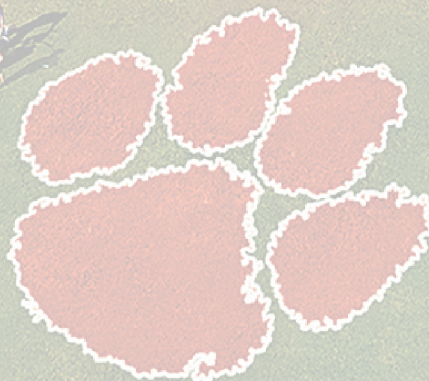




Director, Sponsored Programs

Position Profile





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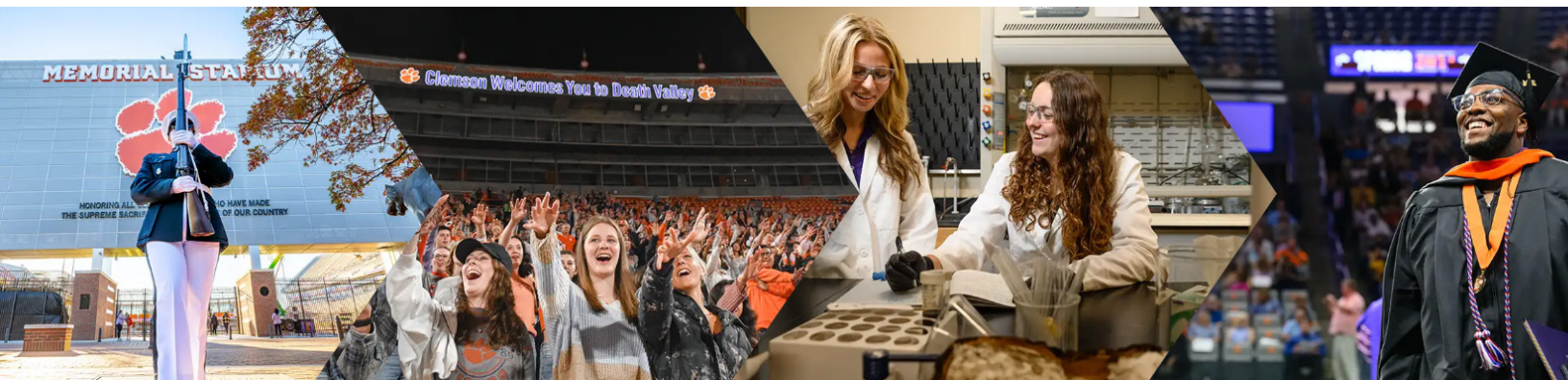
The Opportunity



Clemson University invites applications and nominations for the **Director of Sponsored Programs**, a pivotal leadership role at the center of a thriving and increasingly sophisticated research enterprise. The Director leads, manages, and facilitates pre-award research administration to advance Clemson's research goals and institutional priorities. Reporting to the Senior Vice President for Research, Scholarship, and Creative Endeavors, the Director provides strategic and operational leadership for the Office of Sponsored Programs, working closely with faculty, staff, and administrators to support external funding while ensuring compliance with federal, state, sponsor, and university regulations and policies. The role coordinates pre-award activities in close partnership with research compliance and post-award functions, ensuring a seamless and integrated research administration ecosystem.

This is a rare opportunity to lead pre-award research administration at a Carnegie R1 land-grant university with strong momentum in sponsored funding, interdisciplinary collaboration, and industry engagement. The Director serves as a trusted advisor to senior research leadership and faculty, balancing strategic vision with operational excellence while strengthening policies, advancing systems and processes, and fostering a collaborative, service-oriented culture that supports researchers throughout the proposal and award lifecycle.

The successful candidate will join Clemson at a time of continued growth and investment in research infrastructure. This role offers the opportunity to influence enterprise-wide practices, lead complex negotiations as the University's Authorized Organizational Representative, develop and mentor a high-performing team, and help position Clemson for sustained competitiveness in an increasingly complex federal and sponsor funding environment.



No. 5 Best College Athletics in
America |
Niche College Rankings, 2026



**Best Colleges for
Future Leaders**
Time magazine, 2026

No. 39 First-Year Experiences
U.S. News & World Report, 2026



Opportunities and Expectations

- **Operations and Organizational Leadership** - Provide leadership and oversight of the Office of Sponsored Programs in support of Clemson University's research strategy and strategic plan. Oversee day-to-day pre-award operations, including proposal submission and award acceptance processes, staffing, performance management, and training. Partner with the eRA office to advance technology improvements and process documentation, and continuously assess organizational structure and workload to respond to evolving research activity and sponsor requirements.
- **Policies, Procedures, and Regulatory Oversight** - Work collaboratively with the Senior Vice President for Research to develop, implement, and refine policies and procedures governing pre-award research administration. Establish and maintain consistent processes for the review and negotiation of sponsored research grants, contracts, cooperative agreements, and related instruments. Monitor changes in federal regulations and external requirements and recommend policy revisions as appropriate. Prepare reports, analyses, and position papers as directed.
- **Contract Review and Negotiation** - Provide institutional oversight for the review and negotiation of sponsored research agreements, including grants, contracts, non-disclosure agreements, data use agreements, material transfer agreements, and other research-related instruments. Lead the resolution of non-standard or complex agreement terms in collaboration with the Office of General Counsel. Serve as Clemson University's Authorized Organizational Representative (AOR).
- **Outreach and Collaboration** - Communicate university policies and best practices related to pre-award research administration to faculty, staff, and administrators. Collaborate regularly with associate deans for research, the Office of General Counsel, the Office of Ethics and Compliance, and other campus partners. Serve as a primary institutional point of contact and AOR for external sponsors and organizations, including COGR and FDP.
- **Strategic Planning and Special Initiatives** - Serve as a key member of the Senior Vice President for Research's leadership team and contribute to strategic initiatives that strengthen the Division of Research and support research excellence at the highest level. Participate in planning activities that enhance research capacity, compliance, and institutional competitiveness.

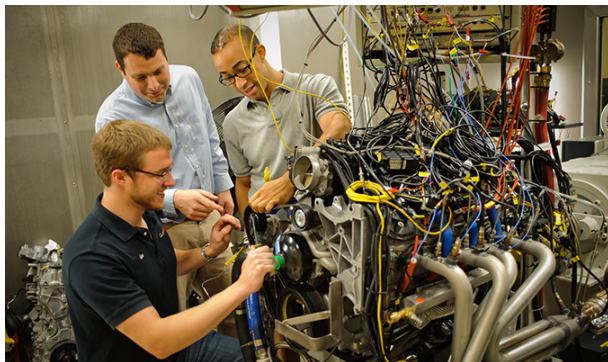




Professional Qualifications and Personal Qualities

Required Qualifications

- Master's degree in a relevant field.
- A minimum of **five years of professional experience**, including **three to five years of experience in research administration**.
- Demonstrated knowledge of pre-award research administration, sponsored programs regulations, and compliance requirements.
- Strong communication, collaboration, and problem-solving skills, with the ability to work effectively and collaboratively with faculty, administrators, and research support units.
- Proven experience leading, supervising, and developing professional staff.



Preferred Qualifications

- Doctoral or professional degree.
- Demonstrated leadership experience with measurable impact in university research administration.
- Professional certifications such as Certified Research Administrator (CRA) or Certified Financial Research Administrator (CFRA).
- Experience serving as or supporting an Authorized Organizational Representative (AOR).
- Experience in a complex R1 or public research university environment.



Nomination and Application Process



Greenwood Asher & Associates is assisting Clemson University in this search. Applications and nominations are now being accepted. Inquiries and nominations should be directed towards [Julie Holley](#) and [Ann Bailey](#) with Greenwood Asher & Associates.

Julie Holley
Associate Vice President of Executive Search
850.687.5104
julieholley@greenwoodsearch.com

Ann Bailey
Senior Executive Search Consultant
850.830.5169
annbailey@greenwoodsearch.com

How to Apply

Application materials should include:

- A letter of interest that clearly states the applicant's qualifications for the position
- A current curriculum vitae/resume

Please submit full application packets (cover letter and CV/resume) at

➡ [Clemson University – Director of Sponsored Programs Application](#)

For best consideration, please submit materials by March 20, 2026

Clemson University has been and will continue to be an equal opportunity employer. To ensure full implementation of this equal opportunity policy, we will take steps to ensure that: Persons are recruited, hired, assigned and promoted without regard to disability, protected veteran's status, or any other personal characteristic protected under applicable federal or state law.



Clemson University is a major public land-grant research university located in Clemson, South Carolina, with a legacy of academic excellence, innovation, and public impact since its founding in 1889. The institution is classified as Carnegie R1: Very High Research Activity, reflecting a robust portfolio of externally funded research and significant doctoral education.

Clemson enrolls approximately 29,500 students, including more than 24,000 undergraduate students and 5,400 graduate and professional students, representing over 100 countries. The university offers a strong combination of rigorous academic programs, experiential learning, and student-centered support within a close-knit campus environment.

Clemson’s research enterprise has experienced sustained growth over the past decade. Annual research and development expenditures exceed \$330 million, supported by federal agencies, industry partners, foundations, and state sponsors. Clemson continues to expand its competitive research portfolio across key areas including engineering, advanced manufacturing, science and technology, health and human services, agriculture, sustainability, and interdisciplinary research initiatives.

As South Carolina’s land-grant institution, Clemson plays a vital role in economic development, workforce preparation, and community engagement across the state and beyond. The university is widely recognized for translating research into real-world solutions through industry collaboration, applied research, and innovation. Learn more [here](#).

Clemson By The Numbers

24,060
UNDERGRADUATE
STUDENTS

5,485
GRADUATE STUDENTS

94.1%
FIRST-YEAR RETENTION
RATE (FALL 2024)

80+
MAJORS

90+
MINORS

130+
GRADUATE DEGREE
PROGRAMS

87.5%
SIX-YEAR GRADUATION
RATE

16:1
STUDENT-TO-FACULTY
RATIO (FALL 2024)

\$240M
AWARDED IN
EXTERNAL RESEARCH
FUNDING (FY2025)

**FOUNDED IN
1889**

**LOCATED IN
CLEMSON,
SOUTH
CAROLINA**

**INTERIM
PRESIDENT
ROBERT H.
JONES**

Student Value

- *Money magazine* gives Clemson 4 out of 5 stars for value (2025).
- *The Princeton Review* ranks Clemson as a Best Value College (2025).
- Ninety-seven percent of first-time in-state students receive state scholarships.
- In Fall 2024, in-state first-year students paid an average 37 percent of tuition and fees.
- A majority of Clemson’s graduates (57 percent) have no debt compared to the state (40 percent) and national (39 percent) averages.

Division of Research & Office of Sponsored Programs

The [Division of Research](#), led by Senior Vice President for Research, Scholarship, and Creative Endeavors Tanju Karanfil, advances Clemson University’s mission to generate, share, and apply knowledge that benefits communities locally, statewide, and globally. Through a coordinated network of offices and research facilities, the Division supports faculty and students across the full research lifecycle, including proposal development, award management, compliance, industry collaboration, intellectual property, and international research engagement. Central to this work, the Office of Sponsored Programs provides leadership in pre-award research administration, supporting proposal submission, contract review and negotiation, and regulatory compliance while partnering closely with research development, post-award administration, and compliance units. Together, the Division and OSP play a critical role in strengthening Clemson’s standing as a highly active Carnegie R1 research institution and advancing the University’s research competitiveness and impact.



The [Office of Sponsored Programs](#) (OSP) plays a central role in positioning Clemson University and its faculty to compete successfully for external research funding. As the Division of Research’s pre-award office, OSP delivers consistent, efficient, and transparent systems and services through a team of highly skilled research administration professionals committed to collaboration and service excellence. The office provides institutional oversight of grant proposal submissions, award acceptance, and the review and negotiation of non-disclosure agreements, material transfer agreements, and other research-related instruments. Working in close partnership with college-based research support centers, OSP ensures coordinated, compliant, and faculty-focused support across Clemson’s research enterprise.

In FY2024, **1,049** graduate research assistants were at least partly supported by Fund 19 and Fund 20 projects.

Clemson Division of Research



Six Research and Education Centers are strategically located in the state’s distinct soil and climate regions.

Since 2015, Clemson has earned 137 awards valued at or above \$2 million, bringing more than \$794 million to the University.

Clemson Division of Research

About Clemson, SC

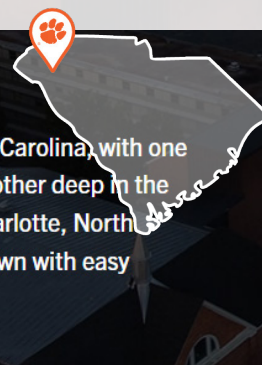


Clemson, South Carolina is a vibrant small city in the foothills of the Blue Ridge Mountains, located in Pickens and Anderson counties in northwest South Carolina. The city of Clemson has a population of approximately 17,700 people, with estimates suggesting growth to around 18,600 by 2026, reflecting steady local and regional expansion. Clemson is closely identified with Clemson University, which boosts the city's cultural and economic life and draws a larger population of students, faculty, and visitors year-round. The area combines scenic natural assets such as Lake Hartwell and nearby mountain landscapes with a lively college-town atmosphere anchored by arts, athletics, and community events. Clemson's cost of living is generally competitive with national averages, offering an appealing blend of academic energy, outdoor recreation, and small-city quality of life in the Upstate region of South Carolina.



WHERE IS CLEMSON?

Clemson University is situated on 1,400 acres in Upstate South Carolina, with one edge of campus resting on the waters of Lake Hartwell and the other deep in the Experimental Forest. Midway between Atlanta, Georgia, and Charlotte, North Carolina, Clemson offers students the convenience of a small town with easy access to the attractions found in major cities.



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850-650-2277

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