PRESCHOOL DEVELOPMENT GRANT PROGRAM ADMINISTRATOR

Job Overview
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Preschool Development Grant Program Administrator to lead project development, coordination, and deliverables for the Institute’s activities associated with the Preschool Development Grant. This grant is a three-year award (subject to availability of federal funds) to implement projects that support alignment of Nebraska’s early care and education system with a priority on providing equitable access to quality programs for all children and families. The funding agency is the U.S. Department of Health and Human Services, with oversight by Nebraska DHHS and other state partners.

The Program Administrator is responsible for oversight and management of multiple grant projects to meet performance measures and deliverables in accordance with federal regulations, grant requirements, and university policies and procedures. The Program Administrator will work closely with project Principal Investigators and other Institute staff, as well as partners throughout the state, to meet project goals. The Program Administrator assumes the responsibility for overall project management and bears primary responsibility for all essential aspects of project work, technical and/or programmatic requirements, compliance with applicable policies and regulations, and administrative tasks. Although the program administration retains primary responsibility for financial accountability, the Program Administrator may delegate financial tasks to a business unit administrator or other authorized personnel.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (https://buffettinstitute.nebraska.edu) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities
This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions
as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

**Programmatic responsibilities:**
- Diligently pursues project aims, as described in the grant proposal and as further outlined by the project’s Principal Investigators.
- Works with Principal Investigators and project teams to coordinate and streamline activities across efforts, units, and projects.
- Leads regular internal meetings within and across projects, and reports at meetings with external partners.
- Ensures that project timelines are met and records maintained; acts to inform project personnel of deadlines and tracks product specifications.
- Integrates project work, activities, and personnel into new and existing Institute commitments.
- Manages project coordinators assigned to Preschool Development Grant projects.
- Monitors sub-contract performance related to timelines and product quality.
- Coordinates with other related grantees in the state.
- Maintains and retains project data and materials as required.
- Completes progress and other required reports with assistance of Principal Investigators.
- Initiates timely requests for prior approval for changes when required (e.g., change in scope of work, re-budgeting, or reduction in committed effort).
- Requests project extensions when appropriate and coordinates the development and execution of relevant agreements and/or budgets.

**Compliance responsibilities:**
- Ensures accurate and timely effort reporting for project personnel.
- Discloses conflicts of interest when required.
- Ensures integrity of projects.

**Administrative/fiscal responsibilities:**
- Monitors projects’ financial status to ensure projects stay within budget limits and that cost-share requirements are met.
- Approves expenditures and reviews financial statements to ensure that expenses incurred are allowable, reasonable, and able to be allocated to the project to which they are charged.
- Seeks prior approval for budget changes as required.
- Approves sub-recipient agreements and related invoices.
- Monitors and maintains deadlines and project progress metrics.

**Required Qualifications:**
- Bachelor’s degree
- Three years or more of related work experience in project and/or grant management or administration
- Proven ability to manage complex projects and move them forward to completion on time
- Proven ability to engage collaboratively and respectfully with community partners and diverse stakeholder groups
- High-level creative thinking, excellent written and verbal communication skills
Preferred Qualifications

- Master’s degree or higher in child development, public administration, or related areas
- Knowledge about early childhood education and/or social service systems
- Project management certification
- Management experience in higher education
- Knowledge of state, federal, local, and university funding guidelines
- Management experience in a governmental entity or a large nonprofit organization receiving government funding
- Experience working in entities involved in the provision of social services

How to Apply

Applications are processed through the online job posting at https://careers.nebraska.edu. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.

ADDENDUM FOR PRESCHOOL DEVELOPMENT GRANT PROGRAM ADMINISTRATOR

Competencies

- Nature/Complexity of Work
  This position requires an individual who works with considerable independence, energy, initiative, strong work ethic, and sound judgment in a complex day-to-day environment. The individual must have an ability to lead multiple projects; possess a strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information; have a record of effective teamwork with others; and possess exceptional time management skills. Knowledge of the University of Nebraska’s organizational structure and interrelationships among the campuses and internal and external constituencies is helpful in this position.

- Problem-Solving/Decision-Making
  Problem-solving and appropriate decision-making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to lead projects successfully and meet grant goals. Actions are governed by broad objectives, professional ethics, university procedures, and/or business acumen.

- Strategic Input
  This individual is required to be proficient and conscientious when representing the Buffett Institute and the University of Nebraska at all times. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests with the employee. This individual must have a strong sense of the
requirements of a stable organization and its long-term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute’s stakeholders. He or she must be someone who is mission-driven, is deeply committed to the values of the Institute, and who seeks to advance the Institute and its goals.

- **Know-How**
  This position demands the ability to be agile and entrepreneurial; operate independently; thrive in a fast-paced, multi-tasking environment; and exercise judgment to seek supervision and/or input from others when necessary. The individual should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; possess exceptional verbal, writing, editing, and proofreading skills; be detail-oriented and accurate; have the ability to prioritize effectively and quickly respond to shifting priorities; have the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. It is essential that the individual have the ability to interpret and prepare information for analysis and communicate findings to management, as well as follow Board of Regents bylaws and policies and state and federal law and other rules and regulations.

- **Technical Skills**
  This position demands technology proficiency, with a willingness to learn and use new technologies relating to (but not limited to) document management, project and portfolio management, and budget tracking. Proficiency in using Microsoft Word, Excel, PowerPoint, and Outlook is also required.

- **Interactions**
  This position will be expected to manage and collaborate with individuals and their projects. Ability to assume authority, advocate new ideas, identify and address obstacles, and the judgment to seek supervision and/or input from others when necessary are expected. This position will help build and strengthen relationships across the University of Nebraska and must have the ability to work as a member of a team, as well as independently in a complex environment and with respect for confidential and sensitive information. This position also interacts with many external constituencies. The individual should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

- **Supervision**
  This position receives direct supervision from the Associate Executive Director of Operations with a dotted line to Director of Communications and Marketing. This position jointly supervises project managers assigned to Preschool Development Grant projects.

**General Information:**
Job Family: Education and Outreach Senior  
Job Code: 49264300  
FLSA: Exempt  
Position Number: TBA  
Org. Unit Number: 50008150 (BECI)
**Physical Requirements and Work Conditions**

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.