

Financial and Human Resources Manager
Bill Lane Center for the American West
Stanford University
Job ID 38531

The position of Financial and Human Resources Manager at the Bill Lane Center for the American West offers an opportunity for a professional administrator with solid experience in managing financial transactions and hiring in a university system to become a key player at a small but growing and ambitious center for teaching, research, and public engagement.

The Center seeks an analytical thinker and quick learner, attentive to details and the big picture, with outstanding written and verbal communication skills. The Financial and Human Resources Manager reports directly to the Center's Executive Director and works closely with the director on the overall management, planning, and vision for the Center's sustainability and growth. The manager is a key member of a dynamic, evolving team, with a small group of core staff and faculty, and a much larger network of collaborators within and outside the university, in academia, the public and private sectors, and the media. The position involves significant interaction with faculty; administrative staff; students; and leaders in the public, philanthropic, private non-profit, and for-profit sectors. We seek a team player who is comfortable carrying the ball to the goal.

The Manager must effectively balance several responsibilities on a regular basis. The successful candidate will have the ability to set priorities and accomplish work with accuracy and by deadline in constant communication with the Executive Director.

QUALIFICATIONS: This position requires meticulous detail-oriented organizational skills, and strong interpersonal and written and oral communication skills. The successful candidate will have administrative experience in project management, financial management, and employee relations in an academic environment. Experience with Stanford human resources and financial systems is highly desirable. Experience with grant proposals and administration is highly desirable, and experience with sponsored research is a plus. A Bachelor's degree is required, and an MBA is a plus.

(50%) Financial planning, accounting, and reporting:

The Financial and Human Resources Manager is responsible for maintaining all aspects of the Center's financial records and transactions, and for providing the big picture to the Center's Executive Director and faculty Co-Directors. On the revenue side, this includes major endowments, as well as gifts and grants, both restricted and unrestricted, and sponsored projects. On the expenditure side, this includes accounts payable, payroll, and contracts. The manager prepares the overall Center budget, as well as project budgets in coordination with the Executive Director and project managers, reconciles budgets and fund revenue and expenditures on a monthly basis, prepares synthesis summary reports for the Executive Director, and discusses balances, cash flow, and forecasts with the director on a monthly basis. The manager receives and processes all incoming gifts and

grants, maintains detailed records for donor stewardship, and manages acknowledgements, stewardship relationships, and reporting in consultation with the Executive Director. The manager is also the primary liaison to other university financial, human resources, and administrative staff.

(20%) Grant writing, administration, and reporting:

The Financial and Human Resources Manager works closely with the Executive Director to write and prepare grant proposals for funding from sources within and outside the university. The manager is responsible for tracking the grant proposal process, meeting deadlines, receipt of funding, management of expenditures, and financial reporting. The manager prepares financial and narrative project reports for grants in consultation with the Executive Director and project managers.

(10%) Human resources and curriculum coordination:

The Financial and Human Resources Manager is responsible for administering the hiring process for staff, postdoctoral fellows, graduate and undergraduate research assistants and interns, and visiting scholars and journalists, and maintenance of personnel files. The manager also coordinates course listings with departments for courses taught by the Center's directors, postdoctoral fellows, and visiting scholars as necessary.

(10%) Supervision of Program and Resource Associate:

The Financial and Human Resources Manager supervises and trains the Center's Program and Resource Associate, a term position that runs on one or two year cycles. The Program and Resource Associate coordinates the Center's internship program and research assistants as well as Center events and works under the manager's supervision to ensure that these programs run smoothly.

(10%) Office operations:

The Financial and Human Resources Manager is also responsible for ensuring the smooth operation of the center by coordinating purchases of equipment, maintaining office supplies, and managing mail processing. The Financial and Human Resources Manager is also at times the first point-of-contact for calls, correspondence, and on-site visitors, and thus a public ambassador for the Center, and a facilitator for routing interested parties to the appropriate contact.