

Position Description: Proposal Coordinator/Grant Writer

Position Number: 02008211

Approved Payroll Title/Code: SENIOR WRITER, 7703

Job Summary:

Under general supervision, develop and submit large, multidisciplinary, and multi-collaborative grant proposals to a wide range of funding agencies and organizations including, but are not limited to, sponsored research grants and fundraising philanthropic proposals. Track ongoing funding opportunities; collaborate and coordinate with development officer; provide writing and editing support and coordination of fund development materials, web site content, and other products. Work closely with CA&ES Advancement Office Development Officer, ASI Finance/Budget Officer, Academic Coordinators and other researchers to complete and manage grant proposals in collaboration with departments and programs.

Essential Responsibilities:

**35% GRANT PROPOSAL DEVELOPMENT & COORDINATION MANAGEMENT
(SPONSORED RESEARCH)**

Facilitate team formation, conceptualization, writing and review of major multidisciplinary proposals; primarily responsible for timely submission of qualified proposals. Write and edit a variety of comprehensive material for stylistic consistency according to a recognized and approved style, logic, organizational policies (applies to Philanthropic/Private Support). Maintain continuity of writing style among different writers and throughout the material (applies to Philanthropic/Private Support). Translate specialist writings into a common vocabulary necessary for interdisciplinary research projects (applies to Philanthropic/Private Support). Work closely with PIs, Office of Research, research staff and others to produce grant proposals, reports, and other documents. Provide guidance and advice to PIs, project coordinators and others regarding formatting style specifications; grant guidelines and procedures governing state, federal, and private grant proposal submissions; and reviewer expectations. Manage the development of several proposals, reports, and other projects simultaneously to meet firm deadlines. Create templates and 'boilerplate' documents to support the proposal development infrastructure; maintain a knowledge base consisting of project descriptions, research personnel academic biographies and professional profile documents. Facilitate development and writing of reports including supplemental information from project leaders and collaborators.

35% PROPOSAL DEVELOPMENT & COORDINATION MANAGEMENT (PHILANTHROPIC/PRIVATE SUPPORT)

In collaboration with PIs draft and format private grant proposals and reports for submission to a broad range of private funding agencies and donor organizations. Provide writing support to include executive summaries, introductions, backgrounds, goals and objectives, work plan, past performance, and biographical profiles of critical researchers involved in projects. Coordinate private support proposal activities and advise PIs, development officer and project coordinators on application procedures and timelines ensuring that private grant proposal submissions meet University Development private grant support guidelines, fundraising and communications policies, procedures and practices. Prepare and coordinate proposal submissions as described above.

30% SUPPORT FOR DEVELOPMENT AND STRATEGIC COMMUNICATIONS

Track funding opportunities and inform ASI collaborators and partners of potential grant funding; coordinate and manage team efforts to identify opportunities and develop proposals for submission. Write and help to produce written materials for development communications activities, including profiles/articles and narrative donor reports. Work with the CA&ES development team and other personnel in CA&ES Dean's Office, SAREP and ANR to provide communications support to Director in developing communication strategies for stakeholders, major prospect cultivation, solicitation, and stewardship. Assist outreach team with communicating information on current funding activities. Communicate research progress to program sponsors and the public. Assist with creation and maintenance of integrated ASI Web site and other special projects.

Physical Demands:

Work at a computer for extended periods of time.

Work Environment:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity check. Occasional travel between SAREP & ASI offices. Work in open workspace environment with office noise.

Minimum Qualifications:

- Experience writing and coordinating multidisciplinary sponsored research and private grant proposals for a variety of funding sources.

- Experience writing/editing and proofreading a variety of technical scientific grant applications and proposals for research and private philanthropic support.
- Communications skills to interact with diverse groups of individuals to research, secure and/or provide information, clarify situations, resolve problems, and ensure cooperation among individuals.
- Organizational and time management skills to oversee grant proposals, reports and multiple projects simultaneously to meet critical deadlines.
- Experience with computer hardware and software for word processing, desktop publishing, spreadsheet, web editing and presentation tasks/assignments.

Preferred Qualifications for Selection:

- Experience producing written materials for development communications activities, including profiles/articles and narrative donor reports.
- Experience interpreting and applying various funding agencies' technical requirements and procedures.
- Knowledge of and skill to apply various academic style guidelines.