Title: Grant Writer

Pay Scale Group: 17-1

Essential Function

Under general supervision from a designated administrator, serves a strategic role in designing, implementing, and evaluating programs that provide faculty with professional development in the skills necessary to create successful proposals to public and non-public sponsors.

Characteristic Duties

Compile proposal inputs for varied scholarly programs.

Ensure the highest quality of writing for all proposal sections prepared by faculty and staff.

Work collaboratively with field-based faculty and program teams.

Work through the proposal development process to conceptualize, draft outlines, conduct research and write proposal sections to ensure overall quality, consistency and responsiveness of all elements of technical proposals.

Conduct presentations to faculty about opportunities to engage sustainability-related research, education, and service; solicit suggestions for proposals from the faculty; develop faculty in grant writing and facilitation training workshops; develop and maintain database of faculty who have expertise and interest in sustainability-related research, education, and service.

Stay abreast of changing state, federal and private foundation grant standards and proposal guidelines. Maintain proactive communication with state, federal and private foundation sources to inform the faculty of trends, issues, and opportunities related to research universities.

Develop and maintain cooperative relationships with academic, professional, and clerical staff and with representatives of sustainability-related funding agencies.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's or Master's degree in related field with three (3) to five (5) years of grant research/writing experience.