

University of Missouri-St. Louis Position Opening

Job Opening: 30328
Title: Grant Writer
Department: Office of Research Administration
Reports to: Director of Research Development
Full/Part Time: Full Time

Position Summary:

The Grant Writer is responsible for assisting investigators in preparing competitive proposals to federal agencies, private foundations, and other funders and for developing, updating, and disseminating tools and templates to reduce faculty burden in grant seeking. Provides a broad range of research development support that includes project management, facilitation of proposal preparation, and enhancement of proposal quality including stylist and substantive editing.

Responsibilities:

1. Develops a strong understanding of investigator research programs across all disciplines and colleges through a variety of outreach strategies (face-to-face, dept. meetings, brown bag trainings etc)
2. Researches funding opportunities and disseminates targeted funding announcements to investigators and departments
3. Reads and interprets agency guidelines and advises faculty on required application components.
4. Researches federal funding agencies and private foundations including funding priorities, pay lines, and awards to advise investigators on funding fit and development of successful proposals
5. Reviews proposals against agency guidelines to ensure alignment with funding call, for content completion, and adherence to instructions.
6. Edits proposals for readability including structure, usage, tone, and active voice
7. Proofreads narrative components to ensure error-free copy and visually attractive formatting, spacing, and graphics that also adhere to established standards for granting agency
8. Develops non-scientific narrative such as facilities, institutional resources, and other allied sections of large applications
9. Develops templates, boilerplate narrative, and related faculty grant writing resources and tools
10. Crafts letters, Memorandums of Understandings, and other institutional communication as needed to support applications and faculty nominations.
11. Manages multiple projects and work flow to ensure on-time submissions
12. Assists investigators in meeting deadlines through project timelines, assisting with application components, looking up information, serving as the conduit to other university resources etc.
13. Designs flyers, posters, and promotional materials
14. Assists in planning and staffing faculty events

Minimum Qualifications:

Bachelor's degree in a field relevant to the area of specialization and three (3) years of proposal writing or related experience

Preferred Qualifications:

Master's degree is preferred. Five years of federal proposal writing experience, preferably in a higher education environment. Familiarity with major federal and non-federal sponsors that support university research. GPC or other Research certification preferred.

Knowledge, Skills, and Abilities:

1. Outstanding writing skills including logic, structure, clarity, syntax, use of persuasion, and active voice (Portfolio of funded grants or writing samples required)
2. Knowledge of federal funding mechanisms

3. Strong editing skills and attention to detail
4. Ability to work productively with autonomy and minimal supervision, be accountable for work, take and integrate feedback
5. Strong interpersonal skills and ability to work collegially with faculty and staff
6. Ability to think and work at strategic level and with detail
7. Ability to work under deadline and manage multiple projects efficiently and effectively to meet sponsor deadlines and competing priorities
8. Self-motivated with a high degree of initiative and strong organizational skills
9. Ability to provide constructive feedback using tact and encouragement
10. Proficiency with Microsoft Office applications (Word, Excel, PowerPoint,) Outlook, Adobe Acrobat, and search engines
11. Design skills and proficiency (or ability to learn) with Adobe Illustrator, InDesign, Microsoft Publisher or other design software desirable
12. Ability to design and build website pages using Cascade desirable

Closing Date: June 12, 2019

Salary: Commensurate with qualifications and experience

This position will be filled as a Grant Writer or Senior Grant Writer depending on the qualifications and experience of the selected candidate

To Apply:

www.umsl.jobs

Applicants must combine all application materials (cover letter, resume, and list of three references with contact information) into one PDF or Microsoft Word document and upload as a resume attachment. Limit document name to 50 characters. Maximum size limit is 11MB. Do not include special characters (e.g., /, &, %, etc.).

For questions about how applicants apply, please call (314) 516-5805, or if you are experiencing technical problems, please email <mailto:pshrsupport@umsystem.edu>.

Benefit Summary:

The University of Missouri, St. Louis offers benefit-eligible employees a wide variety of benefits including; health, dental and vision coverage effective on the first day of employment, vacation & sick time accrual, four personal days per year, tuition assistance for employees and their dependents, pension and employee & dependent life insurance. For more information about our benefits, please visit <http://www.umsystem.edu/totalrewards/benefits>.

Equal Employment Opportunity:

UMSL is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.