

**Position Description: Proposal Coordinator/Grant Writer (50%)**

Working Title: contract – Proposal Coordinator/Grant Writer

Payroll Title/Code: SENIOR WRITER, 7703

UCD Requisition #: 03007480

*This contract appointment will end one year from the date of hire, with the possibility of extension or becoming a career position based on continued funding.*

*To apply, review directions for "How to Apply" on the UC Davis Career Opportunities Web Page: <https://www.employment.ucdavis.edu>. Refer to Requisition # 03007480. **For full consideration, apply by Wednesday, June 6, 2012.***

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 both public and private external entities and also internal UC funding sources. Coordinate proposal team formation of principal investigators (PIs) and collaborators; support proposal and budget development and writing; write and edit proposal narratives and budgetary justifications; synthesize and submit proposal materials where relevant; and serve as liaison with the University Sponsored Programs Office during pre- and post-award periods.

Track and coordinate participation in ongoing funding opportunities; support and collaborate with ASI Director, ASI Academic Coordinators, CA&ES Advancement Team Director, ASI Finance/Budget Officer, and other researchers to formulate and submit grant proposals in collaboration with a variety of departments and programs.

Track reporting schedules; write, edit, and produce grant progress and final reports, biennial reports of ASI's External Advisory Board meetings, and narrative donor reports. Collaborate and coordinate with the CA&ES Advancement Team Director and the ASI Communications Coordinator, providing writing and editing support for fund development materials, web site content, and other products.

Essential Responsibilities:

75% GRANT PROPOSAL DEVELOPMENT & COORDINATION MANAGEMENT

Work closely with PIs, Office of Research, CA&ES Advancement Team, research staff and others to prioritize and produce major multidisciplinary grant proposals, reports, and other documents.

Facilitate team formation, conceptualization, writing and review of major multidisciplinary proposals.

Write and edit a variety of comprehensive narrative and budgetary justification for stylistic consistency according to a recognized and approved style, logic, and policy of funding organizations.

Primary responsibility for coordination and timely submission of qualified proposals, including supporting documentation. Serve as liaison with the Sponsored Programs Office during pre- and post-award periods.

Track funding opportunities and inform ASI collaborators and partners of potential grant funding; coordinate and manage team efforts to identify opportunities.

Provide guidance and support to PIs, project coordinators and others regarding grant guidelines and procedures governing state, federal, and private grant proposal submissions; and reviewer expectations.

Track reporting schedules and facilitate development and writing of reports including supplemental information from project leaders and collaborators.

Maintain continuity of writing style among different writers and throughout the material.

Translate specialist writings into a common vocabulary necessary for interdisciplinary research projects.

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.

Record and maintain data on proposal submissions and track annual numbers and funding amounts requested and awarded.

25% SUPPORT FOR DEVELOPMENT AND STRATEGIC COMMUNICATIONS

Write and help to produce written reports and other materials for ASI communication and development activities, including bi-annual reports of ASI External Advisory Board meetings and narrative donor reports. Work with the CA&ES advancement team director, ASI Communications Coordinator and other personnel to provide support to 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 ASI Web site content and other special projects.

Minimum Qualifications:

- Experience writing and coordinating multidisciplinary sponsored research and private grant proposals with multiple collaborators for a variety of funding sources.
- Experience writing/editing and proofreading a variety of technical materials.
- 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 coordinate projects and people, prioritize and track multiple projects simultaneously, and 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.

Department Description:

The Agricultural Sustainability Institute (ASI) which is within the College of Agricultural and Environmental Sciences (CA&ES) on the UC Davis campus, provides a hub to link initiatives in sustainable agriculture and food systems across all departments and units of the CA&ES, the UC Division of Agriculture and Natural Resources, and with other state, national, and international partners.

ASI is directly responsible for the statewide UC Sustainable Agriculture Research & Education Program (SAREP), Russell Ranch Sustainable Agriculture Facility, UC Davis Student Farm, and Inter-institutional Network for Food, Agriculture and Sustainability (INFAS). ASI leads the coordination of multi-million dollar interdisciplinary proposals for projects and programs involving collaborators within and outside the University of California.

This position is based at the SAREP office, located on the west side of campus in the ANR Building on Hopkins Road. For more information, see [www.asi.ucdavis.edu](http://www.asi.ucdavis.edu)

Physical Demands:

Sit for extended periods of time.

Work Environment:

Occasional travel between SAREP & ASI offices. Work in open workspace environment with office noise.

Background Check:

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.

Job Expectations:

- Write precise, well organized, and grammatically correct documents.
- Perform essential responsibilities in a timely manner with excellent attention to detail.
- Effectively, accurately, and professionally communicate in person, in writing and on the telephone.

- Work independently and cooperatively as part of a team.
- Research and/or provide information to clarify situations and resolve problems.
- Communicate freely about questions, concerns, or issues of technical clarity and precision.
- Maintain a strong degree of confidentiality, integrity, and good judgment.
- Translate complex concepts in multidisciplinary documents into a common vocabulary that is understandable by reviewers from multiple academic and non-academic fields.
- Learn the relative roles of faculty, staff and administrators, and the protocols for effective communications and interactions between these parties in the university environment.
- Mandatory participation in CA&ES commencement ceremonies.
- Read and follow the UCD Principles of Community.