

UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Grant Writer

Job Code: 121047

OT Eligible: No

Comp Approval: 5/19/2017

JOB SUMMARY:

This position is responsible for preparing, writing and maintaining a portfolio of highly competitive, technical and/or complex research grant proposals/applications. The Senior Grant Writer evaluates the needs of the proposal and develops proposal strategy and course of action after developing a deep understanding of program content and requirements. The position determines proposal concepts, compiles and evaluates data sources and provides guidance and leadership to less experienced grant writers by evaluating and making suggestions for improvements in their work, as necessary. The Senior Grant Writer interprets and follows sponsor regulations, and researches funding opportunities from various sources. The position also is responsible for strengthening and improving the proposal-writing process by evaluating and re-designing strategies, approaches, and policies, while maintaining a grant-writing library for faculty and other grant-writers.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Prepares, writes and maintains a portfolio of highly competitive, technical and/or complex research grant proposals/applications. Revises and edits drafts provided by researchers, including executive summaries, research plans, facilities and organizational resources. Reviews final application by evaluating text, graphics, and binding.
_____	_____	Evaluates the overall needs of the proposal and determines proposal strategy, direction and course of action. Develops proposals by assembling information to be used in background sections, preliminary studies, scientific deliverables, Gantt charts, timetables, and evaluation plans.
_____	_____	Develops a deep understanding of program content to ensure integrity and quality of proposal writing. Coordinates and compiles scientific and/or technical information from principal investigators and researchers as necessary for research grants, consortium grants, and training grants. Creates special reports, summaries and analyses.
_____	_____	Determines proposal concepts by identifying and clarifying opportunities and needs. Studies requests for proposal (RFPs). Coordinates overall strategy with faculty and other stakeholders, and advises on policies and procedures related to proposal preparation, as needed.
_____	_____	Identifies, researches, compiles and evaluates data sources and background information in specialty area(s). Identifies and communicates risks associated with proposals.
_____	_____	Maintains awareness and knowledge of changes in industry trends. Incorporates changes and advises researchers on best practices. Maintains subscriptions to relevant publications and memberships in professional organizations, as appropriate. Cultivates and maintains a network of professional contacts, as applicable.

- _____ Provides guidance and leadership to less experienced grant writers by reading, evaluating, critiquing and making suggestions for improvements in their work, as necessary. Provides mentorship to new writers, as required.
 - _____ Interprets and follows sponsor regulations, requirements, guidelines and instructions. Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval. Coordinates requirements with contributors. Contributes proposal status information to review meetings.
 - _____ Researches, identifies and qualifies funding opportunities from corporate, foundation, and government sources for specific projects and programs. Makes recommendations whether funding organizations are a good match for projects and programs.
 - _____ Applies technical expertise to strengthen and improve proposal-writing process by evaluating and re-designing strategies, approaches, and policies. Implements changes as needed.
 - _____ Compiles and organizes references into one coherent library or list for faculty. Builds reference libraries for faculty and other grant writers as needed.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

3 years

Minimum Field of Expertise:

Demonstrated experience writing effective technical materials of a scientific nature, working with scientific documents and advising/assisting authors. Ability to work both independently and as part of a team.

Preferred Education:

Master's degree

Preferred Experience:

5 years

Skills: Other:

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Creative writing and editing
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May lead one or more employees performing similar work.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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