

University of Houston – Clear Lake

Position Description

Job Title: **Grants Development Associate**

Job Code: **3107**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited institution.	Master's degree.
Experience	Minimum of three years of full-time experience as a grant writer with demonstrated success in obtaining grants as principal writer.	Database management. Program planning and leadership .
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

To further enhance the current level of funded grants and contracts and obtaining proposals success rate and employ team working skills to work with faculty and staff to develop large and multi-disciplinary, as well as other, grant proposals that are highly competitive. Develop approaches to seek out and assist faculty/staff in obtaining grant funding. Work with the Office of Sponsored Programs in the institutional compliance requirements and all regulations and procedures relevant to day-to-day activities of the position.

Duties and responsibilities

% Time

Coordinate and develop large and multi-disciplinary/multi-PI proposals through working with faculty and staff. Establish and maintain effective working relationships with principal investigators and proposal project teams. Act as a liaison between principal investigators and the funding source. Write grants to secure external funds for support of students and for other appropriate purposes. Assist principal investigators with grant applications or with interpreting contract and grant terms for their legal and fiscal implications and by initiating and formulating budgets supported by detailed cost justifications. Review and edit draft proposals by faculty and staff for institutional and funding agency compliance, as well as for accuracy, completeness, clarity and responsiveness in accordance with grant application guidelines and requirements.	50
Develop approaches to seek out and assist faculty/staff in obtaining grant funding. Routinely search funding databases, analyze and summarize grant opportunities, and distribute to appropriate faculty. Develop and maintain database of pending and distributed grant opportunities; develop follow-through system with faculty.	25
Work with the Office of Sponsored Programs in the institutional compliance requirements and all regulations and procedures relevant to day-to-day activities of the position. Develop and maintain information systems for frequently required proposal data (general university information available, facilities, biographical sketches, etc.) Initiate follow-up procedures for rejected and closed awards.	15
Conduct grant writing and budget preparation seminars for faculty and staff. Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.