

# Grants Writer

## Posting Details

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The Preference Date is the date on which the hiring manager will begin reviewing applications. Those submitted AFTER the preference date will not be considered unless a suitable candidate is not found in the initial screening.

### Position Information

<b>Posting Number</b>	RE00447
<b>Job Type:</b>	Full-Time
<b>Position Title:</b>	Grants Writer
<b>Department:</b>	010952:Transformative Lrng.Other Spec Fee
<b>Position Summary:</b>	<p>Creates and structures grant funded programs for institution. Prepares and submits grant applications and proposals for the organization for existing or proposed projects; including writing or amending program descriptions and compiling required data. Identifies potential funding and grant sources for current programs and provides proposals for funding for emerging issues. Develops budgets and justifications for new proposals and renewals of grants. Initiates and maintains communication with relevant agencies. Examines literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement budget. Coordinates evaluation and monitoring of grant-funded programs, or write evaluation of program.</p>
<b>Department Specific Essential Job Functions:</b>	<p>Coordinates, develops, and writes institutional grant proposals to local, state, federal, private and corporate entities for the University.</p> <p>Facilitates, reviews, and edits grant proposals to local, state, federal, private and corporate entities.</p> <p>Develops, edits, and reviews grant budgets and budget justifications. Ensures compliance with federal, state, and university regulations.</p> <p>Conducts research on potential funding sources for the University using COS Pivot, grants.gov, and other searchable grant databases; maintains contact with external agencies.</p> <p>Conducts library and electronic research for grant proposals to be submitted to external agencies.</p> <p>Compiles data; inputs and retrieves data via computer; maintains funding opportunity databases, activity tracking system, and related confidential files.</p> <p>Coordinates and works closely with faculty and staff in developing and transforming</p>

ideas into grant proposals.

Coordinates and interacts with campus constituencies involved in grant-funding activities. Must collaborate with various internal departments and divisions.

Assists and facilitates grant-related events and workshops sponsored by the Office of Research & Grants.

Serves as an Office of Research & Grants liaison to the University community in regards to grantsmanship.

Maintains a comprehensive knowledge of particular areas involved in identifying and soliciting grants.

Prepares and processes letters and correspondence, presentation materials, and manuscripts for grant-funded projects for the University.

Remains active in at least one grant-related professional organization.

Serves on institution-wide, grant-related committees.

Coordinates grant-related project activities.

Performs other duties as assigned.

**Qualifications/Experience  
Required**

Requires a university degree in field and relevant experience in the chosen field or 4+ years of equivalent work experience that provides knowledge of and exposure to fundamental theories, principles, and concepts.

Requires the application of expertise in a chosen field to achieve results.

**Qualifications/Experience  
Preferred**

Experience using COS Pivot, Grants.gov, and other searchable grant databases.

Experience using Cayuse 424.

CRA or CPRA certification.

**Knowledge/Skills/Abilities**

Knowledge of federal grant guidelines.

Writing and research skills.

Written and verbal communication skills.

Ability to listen and develop information into grant proposals.

Ability to codify ideas into coherently written text.

	<p>Ability to work collaboratively with faculty and staff in various disciplines.</p> <p>Ability to operate personal computer, with various software programs.</p> <p>Ability to work independently and manage time effectively.</p> <p>Ability to pay attention to detail and maintain accurate records.</p> <p>Ability to maintain confidentiality.</p> <p>Physical demands: Repetitive movement of hands and fingers, typing and/or writing. Frequent standing, and/or sitting. Occasional walking, stooping, kneeling or crouching. Reach with hands and arms. Visually identify, observe and assess. Talk and hear.</p> <p>Work environment: The noise level in the work environment is usually moderate.</p>
<b>License(s)/Certifications:</b>	
<b>Other Physical Demands Summary:</b>	Repetitive movement of hands and fingers – typing and/or writing. Frequent standing, and/or sitting. Occasional walking, stooping, kneeling or crouching. Reach with hands and arms. Visually identify, observe and assess. Talk and hear.
<b>Work Environment</b>	The noise level in the work environment is usually moderate.
<b>Salary:</b>	\$37,400 - \$48,468 annually
<b>Desired Start Date:</b>	
<b>Number of Vacancies:</b>	1
<b>Position End Date (if temporary):</b>	
<b>Preference Date:</b>	
<b>Eligible for Benefits:</b>	Yes
<b>Grant Effective Date and End Date:</b>	

### Schedule Information

<b>Hours Per Week</b>	40
<b>Weeks Per Year</b>	52
<b>Hours of Work</b>	8:00AM - 5:00PM
<b>Regular Workdays</b>	Monday - Friday

## Posting Detail Information

**EEO Statement:**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the University of Central Oklahoma. Employment and career advancement is based upon personal capabilities and professional qualifications without consideration of personal characteristics such as race, gender, or age.

For complete details on UCO's EEO policy, please visit the Employee Handbook.

**Job Open Date:**

10/29/2015

**Special Instructions to Applicants:****Quick Link**

<http://jobs.uco.edu:80/postings/10943>