

AgriLife Position Description

9566
GRANTS AND PROPOSAL COORDINATOR
9/7/06

SUMMARY

General Description: Coordinates, identifies, and secures research and grant funding from federal, state and private sources.

DUTIES

Typical: Prepares research and grant proposals for multi-agency and multi-institution projects and teams; researches funding opportunities including federal, state and private sources; organizes projects; prepares and submits reports and documents related to individual and team progress; identifies and recommends participating personnel and support teams as they implement and conduct actions proposed in grants and contracts. Monitors progress of scientist and teams on funded activities, including coordinating preparing and submitting tracking and follow-up reporting on progress of work funded.

SUPERVISION

Received: Periodic review of work from administrative supervisor.

Given: None.

EDUCATION

Required: Bachelor's degree in agricultural or physical science and five years of related professional experience including writing and editing competitive grant proposals.

Preferred: Masters degree in relevant field plus one to three years of related professional experience including writing and editing competitive grant proposals.

EXPERIENCE

Required: Professional experience securing competitive grants.

KNOWLEDGE, ABILITIES AND SKILLS

Required: Ability to initiate, write, submit and process successful competitive proposals. Ability to coordinate and manage a collaborated group effort, providing leadership and accomplishing tasks with minimum supervision.