

Job title	<i>Grant Writer</i>
Field	<i>Sciences, Advanced Technologies, Environmental Technologies, Nanotechnologies, Materials Science, X-Ray Technologies</i>

Job purpose

The individual selected will identify define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission of grant proposals to third-party entities. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by third-party public and private sources.

Duties and responsibilities

- Generates proposals and supporting documents in response to solicitation
- Generates revenues for Client programs and services through timely submission of well-researched, well written and well-documented grant proposals
- Maintains and Implements funding calendar activities
- Writes reports to government, corporate, foundations and other funders.
- Acts as liaison with program staff.
- Identifies funding opportunities and new program areas to match client's priorities, using research tools
- Serves as a liaison to all funding agencies
- Engages with program officers at organizations to solicit invitations to submit proposals.
- Special projects as needed.
- Professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities

Qualifications

Preferred:

- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques
- Bachelor's degree with a minimum of three years related experience in grant writing and contract administration
- Ability to read and interpret documents such as safety rules operating and maintenance, instructions and procedure manuals, ability to write routine reports and correspondence, ability to speak effectively before groups of customers or employees of an organization
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists, ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Knowledge of Microsoft Office

Working conditions

Working in an SBIR environment, the grant writer will work within a team to meet project deadlines.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Direct reports

Report to the President of the Company.