



USC University of Southern California

Senior Grant Writer Job Description

JOB INFORMATION

<i>Job Code:</i>	121047
<i>Job Title:</i>	Senior Grant Writer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Contracts & Grants
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

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

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.