**Job Summary:**  
Plays a key role in development, acceleration and support of large, multi-investigator proposals in all areas of research across Cleveland State University. Assists the Associate Vice President for Research and Deans in addressing and following-up on issues and concerns related to external funding. Manages a variety of special projects for the University, which often have an institution-wide impact and are directly related to opening or maintaining streams of external funding. Manages and develops complex grant proposals requiring a multidisciplinary approach, which may include both internal and external partnerships. Researches topics, identifies potential grant principals and interested partners (colleges, disciplines, agencies) and prepares grant proposals that are aligned with the mission of Cleveland State University. Interacts professionally with all internal and external customers using strong interpersonal skills.

**Minimum Qualifications:**

Master's degree. Seven to ten years professional experience in grant seeking, development and writing. Proven record of facilitating major multidisciplinary projects with multiple collaborators. Demonstrated record of success in writing and being awarded competitive grants and contracts in a variety of disciplines. Must have excellent analytical, writing and communication skills, with demonstrated ability to work as part of a team. Experience with federal grants (NIH, ED, NSF, DOD, etc.). Knowledge of the principles and practices of grant administration, including grant budget development. Proficiency with word processing and spreadsheet applications. Ability to multitask, prioritize and maintain flexibility and composure during deadlines.

**Preferred Qualifications:**

Doctoral degree. Demonstrated success obtaining grants of at least $3 million. Experience working in higher education.

**Hiring Range/Pay Rate:**

Will Commensurate with Experience

**Instructions to Applicants:**

Applications will be exclusively accepted online at http://www.csuohio.edu/offices/hrd/employment.html. Mailed or emailed application materials will not be accepted.