

## **Proposal Development Manager** (Research and Technology Management)

Provides assistance to MSK investigators and researchers in enhancing the fundability of applications, works with faculty and others to identify funding sources, engages in brainstorming/proposal development activities, interprets and explains funding agency and institutional requirements, and provides review and editing assistance, as well as training and outreach to the Center community.

Bachelor's degree with a minimum of 5 years experience in a research administration office, preferably in basic and translational research. Masters preferred.

This position requires the ability to independently apply a broad range of technical and specialized knowledge and significant job-related experience to handle complex work assignments. This position requires strong organizational, oral and written communication skills, including public speaking, and the ability to interact and communicate with a diverse group of individuals. The successful candidate will be self-motivated, with demonstrated ability to build relationships, prioritize and multi-task on parallel projects.

MSKCC is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, age, religion, creed, disability, veteran status or any other factor which cannot lawfully be used as a basis for an employment decision.

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

We offer an excellent salary and comprehensive benefits, including tuition reimbursement. Please visit our website at [www.mskcc.org/jobs](http://www.mskcc.org/jobs) and apply on-line by entering Job ID **4094** or click <http://careers.mskcc.org/jobs/descriptions/proposal-development-manager-rtm-new-york-new-york-job-4401976>.