

Proposal Development Specialist

Posting Details

Vacancy Number	S01196
Working Title	Proposal Development Specialist
Career Band Title	University Program Specialist
Location of Workplace	Main UNCW Campus
Competency Level	Journey

Brief Summary of Work for this Position

The Proposal Development Specialist will serve in the central university Office of Sponsored Programs and Research Compliance (SPARC) as an administrator of all activities related to proposal preparation and submission. They will work collaboratively with the SPARC team and principle investigators to develop and submit high quality proposals for external funding in a deadline driven environment.

Primary job duties include:

- Help Principal Investigators find relevant external funding opportunities;
- Develop timelines for all proposal documents to be submitted;
- Develop a plan with Principal Investigators to prepare required grant proposal application elements;
- In collaboration with the Principal Investigator, develop and review the budget, maintain a working timeline, secure appropriate subcontract information, and assist with attaining cost share commitments and sponsor forms;
- Review and evaluate proposals to ensure quality submission, and assist faculty in meeting proposal requirements, including administrative compliance. to ensure quality submission;
- Proofread and edit proposals to improve readability and overall presentation;
- Coordinate the development of supporting documentation for proposals, including but not limited to, curriculum vitae, current and pending support, conflict of interest documentation and appendices;
- Coordinate the receipt and submission of documents from sub-awardees and consultants;
- Manage electronic systems of federal, state and private funding agencies;
- Assure a proposal meets all sponsor guidelines and is in final form;
- Submit proposals to sponsors;
- Assist with sponsor request such as revised budgets, and just in time information, and submit the request to the sponsor;
- Collaborate with SPARC team to create data management plans and other boilerplate supporting materials;
- Stay up to date on changes in how grant systems work and navigate the unique or proprietary systems of smaller funding agencies.

N.C. Minimum Required Knowledge, Skills, & Abilities

Bachelor's degree and one year of experience related to the area of assignment; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Additional knowledge, skills, and abilities required to perform the essential functions of the position

- Knowledge of federal, state and other sponsoring agency rules, regulations, policies and procedures along with high-level interpersonal skills in communicating them to many different levels of individuals
- Ability to analyze and interpret federal, state and private sponsor policies, procedural guidelines, and precedents affecting program area(s) and unique situation(s) as well as ability to explain revisions, and implement initiatives; must be detail-oriented and able to concentrate on complex issues over an extended period
- Ability to construct sponsored project budgets, and to consider and communicate alternative budgeting approaches to best complete a project
- Commitment and capability to provide outstanding customer support
- Proficiency in standard office software packages (word processing, spreadsheets, databases), and have experience working with electronic proposal submissions systems
- Ability to manage competing priorities
- Ability to resolve conflict
- Ability to establish and maintain effective working relationships with departmental personnel, university and governmental officials, sponsors and the general public
- Ability to take initiative on projects, work individually, and collaborate with teams.
- Must be highly organized and flexible in managing the workload
- Ability to stay focused and self-manage.
- Possess outstanding communication skills, both written and oral

-Ability to communicate effectively and compassionately with various types of customers, faculty, support staff, federal agency representatives, private organization officers; impose regulations in a tactful manner
-Ability to work closely with a diverse community and clientele

Preferred education, professional skills and experience

-Related experience in federal and non-federal grant preparation, contract negotiation, research administration, or regulatory compliance;
-Experience working in a university setting;
-Experience working in a university department and/or central research administration office;
-Extensive knowledge of business administration, budgeting practices, and budget forecasting;
-Project management skills;
-Knowledge of university personnel and position management practices to guide the PI's through the maze of regulations and policies, position classification, pay issues, timing/rates of actions, obligations of employee classifications, correct classification of employees versus contractor, and other issues;.
-Experience with federal grant systems such as NIH eRA commons, research.gov, and NSF Fastlane;
-Experience with electronic research administration tools (e.g., RAMSeS, InfoEd Global, InfoReady).
-Certified Research Administrator (CRA) or Pre-Award (CPRA)

Certifications or licensure required to perform the essential functions of the position

N/A

Recruitment Range

\$43,000 - \$47,433

NC Salary Grade Equivalency

63

Hours Per Week

1.0 (40 hours per week)

Months Per Year

12 Months

Work Days

Monday - Friday

Work Hours

8:00AM - 5:00PM

Anticipated Ending Date if Time-Limited

06/30/2021

Position Number

8109

Job Posting Date

06/15/2020

Posting Close Date

07/17/2020

Special Instructions

PLEASE NOTE: This position is time-limited with the possibility of continuation pending availability of funds and department need.
This posting will close at 11:59pm on the posted closing date. To receive full consideration, please be sure you have fully completed the entire application before you apply for this position. Failure to answer all required questions will cause the system to disqualify your application. You will be required to attach a cover letter and resume to successfully apply for this position. To receive full consideration, please be sure you have completed the 'Work History' section of the application before you apply for this position.
For more info/to apply visit <http://jobs.uncw.edu>. Applications must be submitted through the online application system to be considered.
This position is being recruited at the Journey level. If no applicants apply who meet the required competency and training & experience requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

EEO Statement

At the University of North Carolina at Wilmington (UNCW), our culture reflects our values of inclusion, diversity, globalization, ethics and integrity and innovation and we are committed to providing equality of educational and employment opportunity for all persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or

occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. UNCW believes that embracing the unique contributions of our faculty, staff and students is critical to our success and paramount in being recognized for our global mindset.

External Link to Posting

<http://jobs.uncw.edu/postings/18231>

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of 3 Professional References

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).