



**RESEARCH. INNOVATION. IMPACT.**

## **STRATEGIC PROPOSAL DEVELOPMENT SERVICES**

### **MU's Strategic Proposal Development Services – WE ARE HIRING!**

The University of Missouri's (MU) Office of Strategic Proposal Development Services (SPDS) is a unit within the Office of Research and Economic Development (ORED). SPDS provides grant writing support services to Principal Investigators and academic units to plan, write, and submit large, complex, interdisciplinary, and multi-investigator proposals for priority funding agencies.

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#### **Available Positions**

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##### **Proposal Development Lead**

- Prepare narrative of external grant proposals, particularly large, complex, interdisciplinary proposals.
- Coordinate gather, maintain, and disseminate materials and information to support grant writing by faculty.
- Conduct post-submission reviews and analysis.

##### **Proposal Manager**

- Provide project management driven by timelines, progress, action items, and deadlines.
- Support interdisciplinary strategic proposals that are aligned with the University of Missouri's research mission.

##### **Grants and Contacts Specialist**

- Complete sponsor-required forms for external funding (e.g., sponsor budget form, administrative portions of applications) and enter data into sponsor submission system.
- Prepare internal documents for external funding (e.g., MU compliance documentation, sub-recipient forms).

##### **Proposal Editor**

- Provide detailed proposal editing services focused on accuracy, readability, and compliance with funding agency guidelines.
- Offer recommendations based on experience, judgement, and precedence to faculty and colleagues.

##### **Proposal Illustrator**

- Produce tables, charts, and figures using common communication tools, such as Excel, Visio, Tableau, or Adobe Suite.
- Interpret narrative content and develop representative, professional, complex yet easily understood graphics.

# DISCOVER WHAT MATTERS.

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**Innovative research, creative scholarship, connection, collaboration, lifelong learning and lots of opportunity—Mizzou has it all.**

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## **About the University**

As a flagship, land-grant institution and one of only 65 universities across the U.S. and Canada to be a member of the prestigious Association of American Universities, the University of Missouri is a campus where empathy, innovation and hard work combine to solve the world's grand challenges. We tackle diverse problems because Missouri is a diverse state—from the southern Ozarks to the northern plains.

We are Mizzou, where Black and Gold runs deep, and Truman the Tiger embodies our bold spirit.

## **About the Office of Research and Economic Development**

The Office of Research and Economic Development (ORED) works to enable university research and economic development missions and to ensure that researchers can be successful in the research enterprise at Mizzou. The mission of ORED is to provide faculty the support and training needed to enable professional development, large interdisciplinary project grant support, and innovation technology development and implantation.

## **Benefits**

The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on university benefits, please visit the [Faculty & Staff Benefits Website](#).

## **Application Materials:**

Online application, cover letter, and resume.

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff, and students. We seek individuals who are committed to this goal and our corecampus values of respect, responsibility, discovery, and excellence.

## **OUR EMPLOYEES**

- Transform lives
- Collaborate to achieve mutual success
- Learn, discover, and innovate each
- Are supported, valued, and empowered
- Work in a safe, inclusive, and transparent environment