Grant Officer

Posting Details

Posting Information

Posting Number	PG193271EP
Internal Recruitment	No
Working Title	Grant Officer
Anticipated Hiring Range	$65,000 - $75,000 (Commensurate with education & experience.)
Work Schedule	Monday - Friday, 8 am to 5 pm (work outside of standard hours may be required due to business needs).
Job Location	Raleigh, North Carolina
Department	Data Science Academy
About the Department	The Data Science Academy (DSA) is the first of several NC State Academies, which are true university wide efforts involving all 10 colleges. The Data Science Academy will encompass multiple departments, centers and institutes and address all three pillars of the university's land-grant mission: education, research and service to the state of North Carolina. At NC State, Data Science is for everybody.
Essential Job Duties	**Essential Job Duties** The Grant Officer will support the management of partnerships with institutional funders both external and federal, in a fast-paced organization, with a primary focus on grant management and proposal development in collaboration with program staff. This includes reviewing sponsor guidelines and request for proposals (RFP) and developing application requirements, creating a budget for the proposal, utilizing the university's system and application software (PINs, InfoReady) to prepare and submit the application/proposal, following university policies and procedures. We are seeking an excellent writer and critical thinker who can capture the DSA mission in a clear, structured, and compelling manner. The successful candidate will have strong organizational and project management skills, with the ability to multi-task and a keen eye for detail; will thrive in learning about new topics and content; and is a proactive problem-solver who takes initiative to consistently perform at high standards. Exposure to concepts related to data science research, education and program development is highly desired. The Grant Officer will report to the University Program Manager **Responsibilities:** **Grant Management** • Support and/or assume grant management for assigned portfolios of funders, including creating grant overview documents to ensure clear understanding of grant commitments across Development, Program, and Financial teams. • Capture and track relevant funder information, proposal and reporting timelines, grant requirements, activities, and project plans; coordinate with the SPARCS/Finance teams on grant administrative details. • Correspond with funders for administrative purposes as needed. • Liaise with program staff to ensure appropriate and clear framing or presentation of activities. • Generate reports regarding grant activity and deadlines on a regular basis. **Operations** • Maintain institutional donor files and records, including tracking proposal development, grant timelines, payments, contact details, and other funder-related actions and information • Manage periodic internal team meetings, including but not limited to scheduling, coordinating agendas, and capturing key discussion items • Manage internal development team trackers, processes, and project plans • Coordinate with other teams to develop, implement, and integrate organization-wide processes, as needed • Serve as proposal manager for internal competitive grant submissions, including managing submitted proposals and distributing them to review teams and recording awards, assisting with proposal ideation, and securing progress reports.

	Donor Reporting
	• Produce well-crafted donor reports for foundations, governments, and corporate funders that elevates key achievements relative to funder priorities. • Collaborate with the Development team and/or program teams to ensure compliance to and completion of grant obligations, including but not limited to project deliverables and milestones, and specific reporting requirements.
Other Responsibilities	• Contribute to proposal/application development process, including compiling organizational and board information, drafting responses to specific questions, managing online submissions through funder portals, etc. • Contribute to the creation and maintenance of a pipeline of potential funders, including but not limited to conducting research on funding activities and priorities of prospective funders • Provide administrative support for sponsorships of DSA annual programs, including fulfillment of sponsorship benefits, as needed • Other duties as assigned.

Qualifications

Minimum Education and Experience	• Requires advanced degree plus 2-4 years experience Or • Bachelor's degree plus 3-5 years experience may be substituted for the advanced degree. *All degrees must be received from appropriately accredited institutions.*
Other Required Qualifications	• Excellent communication (verbal and written), critical thinking and project management skills; • Ability to prioritize and manage multiple projects and deliver on deadlines; • Experience in collaborating effectively with stakeholders across interdisciplinary teams; • Strong organizational and analytical skills with high attention to detail; • Ability to maximize efficiency, timeliness, and accuracy of financial systems and processes; • High level of integrity and dependability with a strong sense of urgency and results-oriented; • Highly organized and flexible in managing workload; • Ability to make decisions independently, and exercise judgment, discretion, and initiative in the development and interpretation of a wide range of policies and procedures. • Detail-oriented, with a proactive approach to problem-solving and high standards of performance • Effectively transition awarded projects to relevant team members for implementation.
Preferred Qualifications	• Experience as a program officer • Experience with multiple funding types, including government, corporate and foundation • Exposure to data science concepts • Experience with PINs, InfoReady and Radar databases
Required License(s) or Certification(s)	N/A
Valid NC Driver's License required	No
Commercial Driver's License required	No

Recruitment Dates and Special Instructions

Job Open Date	03/05/2024
Anticipated Close Date	Open until filled.
Special Instructions to Applicants	

Position Details

Position Number	00109982
Position Type	EHRA Non-Faculty
Full Time Equivalent (FTE) (1.0 = 40 hours/week)	1.0
Appointment	12 Month Recurring
Mandatory Designation - Adverse Weather	Non Mandatory - Adverse Weather
Mandatory Designation - Emergency Events	Non Mandatory - Emergency Event
Department ID	231010 - Data Science Academy
AA/EEO	NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-515-3148 to speak with a representative at the Office of Institutional Equity and Diversity. If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or **workatncstate@ncsu.edu**. Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit. NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you learn about the position?
   (Open Ended Question)
2. If you learned about this vacancy from "other source" or "other website", please provide the source.
   (Open Ended Question)

Application Materials Required

Required Documents

1. Cover Letter
2. Resume
3. Contact Information for References

Optional Documents