

Western Kentucky University

Manager, Proposal Development

About Western Kentucky University:

Western Kentucky University (WKU) is a student-centered, applied-research institution committed to providing its students with a transformative academic and social experience and to elevating its surrounding communities. Founded in 1906, WKU is the second largest undergraduate institution in the Commonwealth of Kentucky with approximately 15,035 students (29% first generation, 18% underrepresented minority) and just over 2,500 faculty and staff employees.

Western Kentucky University is committed to empowering its campus community to embrace diversity by building equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities.

Located 65 miles north of Nashville, TN, and just over 100 miles south of Louisville, KY, WKU's main campus is in Bowling Green, KY - a city with approximately 70,000 residents. Our population is ethnically diverse, with more than 85 languages spoken in and around Bowling Green, and people from 35 nationalities call our community home.

Western Kentucky University seeks to attract talented faculty and staff who are inspired individually to contribute to WKU's strategic plans and ongoing success. We offer comprehensive wellness and health benefits to employees and their families, including domestic partners and other qualified dependents and take pride in providing a workplace culture that supports balancing the responsibilities of work and family life. Paid-time off for holidays, vacation and sick leave, and a tuition discount program for employees and dependents are also provided. Learn more about WKU and Bowling Green at wku.edu/about.

Job Description:

The Office of Research and Creative Activity (ORCA) is seeking applications for a full-time Proposal Development Manager.

This position may be eligible for a flexible (hybrid) schedule.

Primary Duties and Responsibilities

The Proposal Development Manager is responsible for all aspects of coordinating, formatting, and submitting a grant and guiding the Principal Investigator through the proposal submission process. The Proposal Development Manager works under limited supervision and is responsible for administering a varied portfolio including complex sponsored awards. Utilizing extensive research administration knowledge, the Proposal Development Manager works with faculty, staff, and university administrators to develop sponsored proposals.

The following duties are customary for this position but are not to be construed as all inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Identifies and proposes solutions and works toward resolutions related to complex pre-award matters
- Mentors Proposal Development Specialists, as needed
- Works with the Assistant Director and college administrators (e.g., Deans & Associate Deans) to maximize efficiency and effectiveness of pre-award processes
- Trains faculty and staff in navigating new research administration tools and systems
- Serves as point of contact for proposal submission systems
- Reviews funding proposal opportunity announcements/requests for proposals to gain understanding of requirements, submission process, and sponsor guidelines, and develop pre-award checklists
- Assembles business components of grant application, routes proposal for internal approval, and prepares and submits subcontractor and other documentation
- Provides guidance to faculty and staff submitting external funding proposals, including interpreting sponsor guidelines and reviewing proposal components
- Prepares proposal's categorized budget and budget justification, confirming accuracy of costs
- Works with Principal Investigator (PI), school, department and central administration to determine allowable and allocable project charges
- Verifies correct facilities and administrative cost rate is applied
- Identifies, obtains approval and ensures proper, documented cost share for proposal submission
- Manages the submission of grant/contract proposals to ensure compliance with university and sponsor policies, procedures, and guidelines
- Communicates with partner institutions to compile and review subaward materials for collaborative proposals, particularly proposals with multiple stakeholders and funded partners
- Maintains working knowledge of federal- and private-source electronic submission systems and directs the maintenance of university accounts for each
- Remains current on research administration policies and procedures
- Completes/compiles Just-In-Time materials requested for proposals in review.
- Maintains an appropriate level of professional development activity
- Performs other duties as assigned by the administrative head of the Office of Research & Creative Activity

Requirements:

- Bachelor's degree
- At least 3 years of relevant work experience, including experience with submitting proposals to federal agencies and private sponsors
- Knowledge of funding agencies and their programs
- Understanding of regulations that govern federal research funding and related areas of regulatory compliance
- Proficient with MS Office applications (Outlook, Word, Excel)
- Proficient with electronic grants management systems (e.g., grants.gov, NIH eRA Commons, NSF Fastlane, ProposalCentral) or ability to learn these and other applicable systems

Additional Information:

Salary Range: \$46,100 - \$60,000

Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

Western Kentucky University (WKU) is committed to a policy and practice of providing equal employment and educational opportunities to all individuals. In accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990, no form of discrimination or harassment will be tolerated at WKU on the basis of race, color, ethnicity, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniformed services, veteran status, genetic information, pregnancy, childbirth or related medical conditions, or physical or mental disability in admission to career and technical education programs and/or activities, or employment practices.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify the office of Institutional Equity. To request an accommodation, report a complaint, or ask questions regarding WKU's Discrimination and Harassment Policy (#0.2040), please contact Ms. Ena Demir, Executive Director/Title IX Coordinator via email at ena.demir@wku.edu or by phone at (270) 745-6867. Ms. Demir is also responsible for coordinating the University's response to complaints related to sex and gender harassment. Additional information regarding Title IX is accessible via WKU's <https://www.wku.edu/titleix/> website.

Information concerning educational programs offered by WKU are provided at: <http://www.wku.edu/atwku/academics.php>

For information related to job postings, please email employment@wku.edu.





Application Instructions:

The following items must be submitted through this electronic talent management system:

- Cover Letter describing how your previous experience aligns with the position
- Resume

Names and contact information of three reference providers will be collected during the application process.

You will receive email confirmation once you have successfully completed the application process. The candidate review process will generally begin as materials are received.

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| Category: | Staff |
| Subscribe: |   |
| Department: | Office of Research & Creative Act. |
| Locations: | Bowling Green, KY |
| Posted: | May 20, 2024 |
| Closes: | Open Until Filled |
| Type: | Full-time |
| Ref. No.: | 994908 |
| Position ID: | 176841 |
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