

Strategic Research Funding Coordinator

UNIVERSITY OF NEBRASKA - LINCOLN

The Department of Chemistry at the University of Nebraska – Lincoln (UNL) is seeking candidates to engage with faculty in creative and effective grantsmanship activities. The strategic research funding coordinator will work with Chemistry Department faculty, administrators, staff and collaborative partners outside of the Department to develop competitive external grant proposals. The coordinator will work closely with grant applicants at all stages of the proposal development process, from interviewing faculty to understand specific areas of faculty interest/expertise, to identification of relevant funding opportunities, to compiling compliant supporting and budget pages, to polishing the proposal summary and narrative, to final submission. This position supports collaboration among colleagues, administrators, and faculty leaders during the development of large, interdisciplinary and multi-institutional proposals. The strategic research funding coordinator also participates in meetings of the proposal writing and development teams, develops proposal writing timelines, acts to hone the message in proposal narratives, and collaborates with the Office of Sponsored Programs to help ensure compliance with sponsor requirements and to expedite submission. The strategic research funding coordinator position also supports core individual investigator proposals, with attention to NSF CAREER proposals and NIH Beginning Investigator submissions (e.g. Early-Career MIRA), as well as core individual PI grants from these and other federal and significant private agencies.

Bachelor's degree in chemistry or a relevant science/technical field or a degree with a significant component of science/technical writing is required. Proficiency with word processing and spreadsheet software programs necessary. Must be detail-oriented and accurate. Must have strong written and oral communication skills.

Master's degree in chemistry or closely related science/technical field is preferred. One year of proposal development or professional writing experience in the public or private sector preferred. Experience in scientific writing and/or grants and contracts is preferred. Working knowledge of budgeting and personnel/payroll; proficiency with database software programs; and strong technical, organizational, and problem-solving skills desirable. Knowledge of UNL helpful.

Information about the Department and this staff position can be found at www.chem.unl.edu.

Go to <https://employment.unl.edu/postings/47050> to view this job posting and to apply for the position. To be considered, please upload a cover letter, detailed CV and the names of three references with your completed application. Applicants must also arrange for three confidential letters of reference to be sent by email to chemsearch@unl.edu or to Search Committee, Attn: Dodie Eveleth, Department of Chemistry, University of Nebraska-Lincoln, Lincoln, NE 68588-0304. Review of applications will begin November 23rd, and continue until the position is filled. The University of Nebraska is committed to a pluralistic campus community through affirmative action, equal opportunity, work-life balance, and dual careers. See <http://www.unl.edu/equity/notice-nondiscrimination>.