The Office of Proposal Development at the University of Illinois at Urbana-Champaign is seeking two additional Proposal Developers to support faculty researchers and coordinate teams to produce large, highly-competitive grant proposals that are transformative for the university. The Proposal Developers will report directly to the Director, Office of Proposal Development.

MAJOR DUTIES AND RESPONSIBILITIES:

The successful applicant will demonstrate a project management orientation as well as a service orientation. Job responsibilities include: coordinating closely with pre-award contacts in Office of Sponsored Programs and Research Administration (OSPRA); facilitating project team meetings to create action plans, establish goals, roles and responsibilities and set timelines, including follow-up and contingency planning; facilitating communications and scheduling (with OPD staff assistance); planning, writing, and archiving (for easy online retrieval) non-technical aspects of proposals and as appropriate technical aspects of proposals, including “boilerplate” or standardized information/language; editing, in close consultation with the PI; identifying grant announcement objectives and ensure each is addressed in proposals; identifying review criteria and ensuring each is addressed in proposals; strengthening budget justifications, as needed; assembling and managing the components of proposals, such as form pages, biosketches, plans, letters of endorsement or participation, as needed; assisting PIs in identifying peer reviewers to review scientific narratives before submission to the sponsor; distilling reviewer comments as needed; supporting the limited submission process, coordinating reviewers and the reviewer process; organizing the project teams; attending one or two national conferences per year; and conducting training sessions on proposal development for faculty and staff based on the latest best practices. Other duties as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS:

PhD in a life science, physical science or a social science. 3 to 5 years operating in a team environment generating proposals with a significant success rate of funding. Familiarity with large-scale proposals and major federal funding agencies required; some knowledge of training grants, shared instrumentation grants or limited submissions preferred. Substantial experience with collaborative software, tracking software, and versioning.

Timeline development experience and the ability to “plan backwards” from a sponsor submission deadline. Experience analyzing PA’s, RFA’s, RFP’s and other funding calls in great detail. Excellent written skills as demonstrated with writing samples; excellent oral, communication and follow-up skills; high-level interpersonal skills with a track record of grace under pressure and successfully meeting deadlines with proposals that are competitive. Possess and in-depth understanding of the proposal preparation and submission process, including major federal agency requirements, and a general understanding of potentially contentious issues such as intellectual property rights, allocation of facilities and administration costs, and cost-sharing.

Proposed start date: Immediately

Salary: up to $100,000 per year, commensurate with qualifications and experience.

Appointment Status: Regular 100% academic professional appointment / 12 month service basis. Benefit eligible position.

For further information please contact Sheryl N Goldberg, OPD Director, goldsg@illinois.edu
To apply, all candidates must submit an online profile through https://jobs.illinois.edu. Qualified candidates must upload a cover letter addressing their qualifications, a resume, a writing sample and the names/contact information of three professional references. All the requested information must be submitted for applications to be considered. Incomplete applications will not be reviewed.