

JOB INFORMATION

Effective Date	3/14/2024
Job Code:	3107
Job Title:	Grant Development Administrator III
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The primary purpose of the Grants Development Associate is to identify funding opportunities for faculty, assist faculty in the preparation of proposals, perform necessary editing/writing of proposals, and in some cases, such as large institutional proposals, write significant portions of those proposals. Just as importantly, the person in this position will conduct workshops and other educational activities for faculty to help improve their grant proposal skills. A significant part of this process will include developing and maintaining good relationships with agency program officers.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	from an accredited institution	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years of full-time experience as a grant writer with demonstrated success in obtaining grants as principal writer	Required	
Less than 3 yrs	Experience presenting education material to small and large groups	Required	
Less than 3 yrs	Experience managing large databases, program planning and leadership	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Exceptional interpersonal and verbal/written communications skills.	Skilled
• Strong analytical, evaluative and objective critical thinking skills.	Skilled
• Strong organizational and computer skills.	Skilled
• Ability to exercise initiative and work independently.	Skilled
• Organizational skills with ability to plan, prioritize and coordinate multiple projects and work effectively under deadline pressure.	Skilled
• Ability to perform research, gather data, compile information and prepare reports.	Skilled
• Knowledge of grant programs, funding opportunities, policies, application procedures and regulations relevant to higher education.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Coordinates and develops large and multi-disciplinary/multi-PI proposals by working with faculty and staff. Establishes and maintains effective working relationships with principal investigators and proposal project teams. Acts as liaison between principal investigators and funding source. Writes grants to secure external funds for support of students and for other appropriate purposes. Assists principal investigators with grant applications, interpreting contract and grant terms for legal and fiscal implications, and by initiating and formulating budgets supported by detailed cost justifications. Reviews and edits draft proposals by faculty and staff for institutional and funding agency compliance, as well as for accuracy, completeness, clarity and responsiveness in accordance with grant application guidelines and requirements. 	50%
<ul style="list-style-type: none"> Develops approaches to seek out and assist faculty/staff in obtaining grant funding. Routinely searches funding databases, analyzes and summarizes grant opportunities, and distributes to appropriate faculty. Develops and maintains database of pending and distributed grant opportunities; develops follow-through system with faculty. 	25%
<ul style="list-style-type: none"> Develops and maintains information systems for frequently required proposal data (general university information available, facilities, biographical sketches, etc.) Initiates follow-up procedures for rejected and closed awards. 	15%
<ul style="list-style-type: none"> Conducts grant writing and budget preparation seminars for faculty and staff. Performs other related duties as assigned. 	10%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description