



## Grants Writers

### University of The Bahamas, Commonwealth of The Bahamas

<b>Date Posted</b>	October 2017
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

#### Grants Writers

University of The Bahamas is seeking Grants Writers to expand its grant writing capacity. Working out of a proposed Office of Sponsored Research and Grants and in collaboration with an Assistant Vice President of Sponsored Research and Grants, the successful candidate(s) will coordinate efforts mounted by faculty and staff in proposal preparation and development for university-level, domestic, regional and international projects. The duties and responsibilities of this position include, but are not limited to, supporting the university's strategic direction; promoting the university's mission; and facilitating the university's research agenda by building a reputation in niche areas in coordination with the academic deans. The ideal candidate(s) will have demonstrated knowledge of editing rules and guidelines; experience in working in a university environment; demonstrated success in securing grant opportunities. They will assist faculty and professional staff in writing grant proposals; assist in follow through, monitoring and evaluation of projects once awarded; design, create and maintain research and grant writing tools for the University; and design and conduct workshops on successful grant proposal writing.

#### DUTIES AND RESPONSIBILITIES:

- Responsible for all phases of grants development, evaluation and compliance, including research, pre-award grant writing, the coordination of grant applications, and limited post-award support for staff overseeing grant-funded projects;
- Actively seek, identify and recognize external opportunities in conjunction with the academic deans that present viable funding opportunities and match academic priorities;
- Reviews proposals for grantsmanship, clarity, formatting, and adherence to funding solicitation guidelines and requirements

- Assists in the development, compilation and review of other proposal documents, as assigned, which may include budget, administrative/internal, sponsor form preparation, database, file and document maintenance

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work independently and manage time effectively;
- Ability to write for different audiences/grant types;
- Ability to multitask, e.g. reporting, writing, monitoring and evaluation;
- Demonstrated organizational skills, including the ability to manage competing priorities and deadlines;
- Must be computer literate, especially in the use of Microsoft Windows, Word and Excel
- Strong written communication and editing skills
- Ability to write clear, articulate, and persuasive proposals
- Personable disposition conducive to working with varied personalities and collaborative teams
- Self-motivated, proactive, and collaborative
- Demonstrated ability to work in deadline driven environments
- Attention to details with determined ability to meet deadlines and remain in compliance

**QUALIFICATIONS:**

- Master's Degree
- Minimum of five experience with grant writing
- Experience in successful management of multiple concurrent projects to meet deadlines

**Setting.** The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing academic philosophy and vision, research and publications;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;

7. Completed UB Application for Employment Form found at this link:  
<http://www.ub.edu.bs/wp-content/uploads/2016/10/UB-Application-for-Employment-Faculty.pdf>.

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs).