

ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES



Grant Writer

POSITION OVERVIEW

The Grant Writer serves as a regular, full time, 12-month position with primary responsibility for providing central support for the identification, development and submission of grant opportunities that will benefit Extension and the College of ACES. Responsibilities will also include researching and developing non-traditional funding opportunities. Conceptual, analytical, oral, and writing skills are critical.

This position will work with a variety of staff including the Director, Associate Directors, Program Leaders, Regional Directors, County Directors, and various other Extension Staff as well as others throughout the College, University, and nationally.

One full time position is available

Location: Urbana-Champaign Campus

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

RESPONSIBILITIES

- Serve as a clearinghouse for proposed grant submissions for review prior to any submission to ensure that the submission fits the Extension mission, does not substantially duplicate effort and fits with Extension's ability to support the grant details.
- Identify and explore both traditional RFP and RFA calls and non-traditional program funding sources.
- Monitor national and international funding trends related to outreach strategies in Extension and communicate current and anticipated funding opportunities to the Extension community.
- Oversee the development and maintenance of a grant intelligence system to make Extension personnel aware of funding opportunities from private, internal, and external granting agencies.
- Work with County Directors, Educators and state program staff to facilitate proposal development, writing, deliverables and metric setting, and integration with research faculty where appropriate (in conjunction with the EPECC Center).
- As appropriate, assist with Extension-wide, focus area, unit planning, and goal development to help inform the kinds of funding opportunities that are both achievable and will advance the Extension mission.
- Assist where required in the development of various Extension budgets that are part of grant submissions.
- Work closely with ACES Research Development Manager to catalyze synergy across ACES and eliminate duplication of effort.
- Coordinate and catalyze Illinois Extension's response to national RFPs or funding opportunities of a larger scope that have been historically difficult for Illinois to participate. This might include working with program leaders to building multi-unit or program area teams, facilitating brainstorming sessions to define project objectives, engaging ACES faculty where appropriate, and coordinating and participating in the writing and submission

APPLICATION DUE

February 17, 2020

PROPOSED START DATE As soon as possible after the closing date

SALARY

Commensurate with experience

TO APPLY

Go To:

<http://go.illinois.edu/127186>

Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references.

MORE INFORMATION

The position is a full-time, benefits-eligible, civil service Grants and Contracts Associate position appointed on a 12-month service basis.

ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES



Grant Writer

of proposals. Serve as liaison with grant support units from across campus to elevate the position of Extension in campus-wide funding solicitations from both private and public grantors.

- Work closely with the EPECC Center in developing cross-college and cross-campus grant opportunities where an Extension/Outreach component is required.
- Communicate regularly with the Extension leadership team to ensure that grant support objectives are in line with the overall mission and objectives and are appropriately serving stakeholders and partners both on campus and throughout the state.
- Collaborate with stakeholders to identify funding gaps that need to be addressed in order to carry out the Extension mission.
- Understand the grants management process of approximately \$30 million of other Extension grants such as Smith-Lever, SNAP, and EFNEP grants and work in conjunction with the grants management staff in Extension.
- Develop strategies for trend analyses, futuring exercises, and environmental scanning to develop innovations in needs identification, grants development, and the grants lifecycle process

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree in business administration, accounting, finance, economics or a field related to the position.
- Two years of successful grant writing experience.

PREFERRED:

- Master's degree

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to further develop required skills and knowledge. Must possess strong interpersonal skills with a demonstrated ability to form strong relationships both within campus and external to campus. Excellent writing and communication skills as well as demonstrated problem solving and analytical skills and abilities. Ability to work both independently and as part of a team. Understanding of University of Illinois grant procedures and systems such as myResearch and SPA, knowledge of uniform guidance and other federal grant rules and regulations, and a proven commitment and understanding of the land grant mission are preferred.

ENVIRONMENTAL DEMANDS

To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#)

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO.

ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES



Grant Writer

include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting hr@aces.illinois.edu.

APPLICATION PROCEDURE:

To apply for this position, please create a candidate profile at <https://go.illinois.edu/127186> and upload a cover letter, resume (months and years of employment must be included), and academic credentials (transcripts - unofficial are accepted, or diploma) by **February 17, 2020**. If you already have a profile, you will be redirected to that existing profile via email notification.

Please be sure to address how you meet each requirement of the position in your cover letter and/or resume. To complete the application process:

- Step 1) Submit the Staff Vacancy Application.
- Step 2) Submit the Voluntary Self-Identification of Disability forms.
- Step 3) Upload your cover letter, resume (months and years of employment must be included), and academic credentials (unofficial transcripts or diploma may be acceptable) and names/contact information for three references.

An online application will require names and contact information including email addresses for three references. In order to be considered as a transfer candidate, you must apply for the position. Applications not submitted through this website will not be considered. For further information regarding application procedures, you may contact Ashley Grilo (ashleyg@illinois.edu).