**University of Maine**

**Job Description**

**TITLE:** Large Center Development Associate

**DEPARTMENT:** Office of Research Development

**DATE:** December 2020

**REPORTS TO:** Director of Research Development

**PURPOSE:** Large Center Development Associates are responsible for supporting collaborative research activities to expand the University’s capacity to pursue major research and development initiatives that garner national and international recognition. Incumbents form, facilitate, and manage interdisciplinary and inter-institutional grant writing teams in their pursuit of multi-million dollar funding opportunities aimed at advancing University’s research and development goals. Duties include motivating teams to collaborate around large funding opportunities and to provide direct support and services that result in the execution of high quality proposals to federal, state, and private funders. Large Center Development Associates are expected to author and edit technical and non-technical aspects of large center grant proposals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Facilitate the development and management of large-scale grant writing projects in a variety of technical disciplines to advance research and development activities that are critical to the future of the State of Maine.
* Coordinate complex project teams and associated planning and implementation meetings.
* Author and edit technical and non-technical aspects of large proposals to reduce faculty burden and to enhance the grantsmanship quality of proposals.
* Develop research communities and facilitate scientific collaborations between internal and external research teams. Work with research teams to identify joint research needs and opportunities and identify and communicate external collaborative research opportunities.
* Build proposal development strategies and proposal milestone/submission timelines.
* Manage pre-submission review team processes, including external reviewer coordination.
* Maintain effective communication and cooperative working relationships with University administrators, faculty, and staff.
* Work effectively and cooperatively with department members, administration, the research community, and external clients and customers. Commit to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* **Utilize coaching and** mentoring **methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.**
* Perform other reasonably related duties, as assigned by the Director of Grant Development.

**KNOWLEDGE AND SKILL QUALIFICATIONS:**

**Required Qualifications:**

* Typically has the education associated with a Master’s degree.
* At least 10 years of experience with grant funded projects, proposal submissions, and University research.
* Excellent writing and presentation skills as well as analytical skills.
* Demonstrated proficiency to work independently and self-monitor progress towards goals and deadlines.
* Attention to detail and timeliness in meeting firm deadlines.
* Strong leadership, social, interpersonal, teamwork, and organization skills.

**Preferred Qualifications:**

* A Doctoral degree is preferred.
* A track record of successful proposal submissions to NIH, NSF, DoD, USDA, and major private foundations.

**SUPERVISORY RESPONSIBILITY:** None

**WORK ENVIRONMENT:** Large Center Development Associates will work on multiple projects simultaneously. The employees will work in a busy, service-oriented office environment, located within the Grant Development Office in Stodder Hall. Positions require consistent verbal and written communication with multiple other University faculty, administrators, staff, and graduate students.

**WORK YEAR:** Full-time, fiscal year position.

**WORK SCHEDULE:** Normal University of Maine business hours are Monday through Friday, 8:00 a.m.- 4:30 p.m. Due to the nature of this position, work beyond regular hours (including nights and weekends) will at times be necessary to meet grant or project deadlines. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**POSITION TYPE:** On-going, base-budgeted.

**SCHEDULE FOR EVALUATION:** Annually in accordance with the UMPSA agreement.

**JOB FAMILY/SALARY GRADE:** 11/05.

Appropriate background checks required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.