Cooperative Extension Grants Writer
PAY: $25- $35 / hour
Non-benefitted part-time position average 20 hours week

CONTEXT OF JOB:

Cooperative Extension is an outreach branch of the University. Extension's educational and research programs connect the public with university knowledge, research, and resources to address the needs of youth, family, community, and agricultural communities. Extension's focus areas are agronomic and vegetable crop production, farm and youth safety, 4-H/ youth at risk, and health and well-being. These programs aim to improve the quality of life by transferring research-based information to the program participants. Extension also works with many volunteers to enhance programming and reach.

This position will work statewide under the direction of the Extension Director. The grant writer will support principal investigators in the identification, preparation, of non-scientific sections of grant proposals. The position will assist Principle Investigators (PI)by providing knowledge of budget and interpretation of allowable costs for PI budget development. This position may require statewide travel to meet with Extension personnel/principal investigators and partners throughout the state. Reimbursement for travel expenses is available.

Duties:
• Supports principal investigators in the identification and preparation of non-scientific sections of grant proposals to granting organizations.
• Manages and coordinates communication and application-data/narrative collection activities among principal investigator and co-investigators;
• Ensures that the sponsor and University of Delaware program guidelines, policies, and procedures are met;
• Liaisons with Extension state and county office staff, faculty, and CANR sponsored programs staff as required to coordinate internal documents needed to meet program requirements;
• Reviews proposal information and compares with the award notice for meeting specific program requirements and eligibility of the sponsor’s request for proposals;
• Maintains updated database records to track active and pending grant proposals and expected notification of awards to assist with staff funding allocations.
• Liaisons with College of Agriculture and Natural Resources grants analysts who are responsible for UD PeopleSoft pre-award grants management system;
• Assists principal investigator with maintaining a schedule and notifying principal investigator of non-competitive renewals and reporting deadlines.
Qualifications:

- Bachelor’s Degree in a related field such as education, youth development, sciences or business administration, and 2 - 3 years of experience, or equivalent combination of education and experience. Demonstrated proficiency in word processing, use of spreadsheets, and the internet.
- Familiarity with applications, such as university financial and research administration accounting systems, and processing of grant applications with federal, state, and private organizations is highly desirable.
- Experience in grant writing, science writing and writing for foundation funding with emphasis on youth development and health and well-being. Excellent skills in written and oral communications, interpersonal relations, organization, and time management.
- Must be able to manage multiple projects and prioritize work, often under short deadlines. Must be detail- and customer service-oriented, self-motivated, and able to work independently as well as a team member.

Applicants should submit their Interest letter and resume in pdf format to alisonb@udel.edu