

Grant Writer

Job Type: Staff - Regular Full Time Exempt

Job Number: 3243177

Closing: Continuous

Location: HPU Downtown Campus; Honolulu, HI

Salary Range: \$55,000-\$62,500

Description

Job Summary:

The Advancement Department at Hawaii Pacific University (HPU) is seeking a full-time grant writer with a proven track record to help take our fundraising initiatives to the next level. This work will specifically focus on HPU's expanding work around STEM programs in both the College of Natural and Computational Sciences and College of Health and Society. The grant writer's responsibilities will include strategic communication, storytelling, relationship management, and stakeholder inclusion to ensure the success of our grant and proposal writing activities.

Qualifications:

Minimum Qualifications:

- Bachelor's degree or higher.
- At least three years of grant-writing experience.
- Demonstrated track record of receiving grants.
- Demonstrated knowledge of research methods for grant and proposal writing.
- Demonstrated in-depth knowledge of the grant process.
- Demonstrated knowledge of policies and procedures of various funding agencies.
- Experience in writing proposals and assure responsible stewardship of grant funds.
- Evidence of effective communication skills.
- **COVID-19 VACCINATION REQUIREMENT:** COVID-19 vaccination is a condition of employment for HPU. After receiving a conditional offer of employment, prospective employees are required to be fully vaccinated against COVID-19 with an FDA-approved vaccine. HPU complies with federal and state laws on reasonable accommodations related to this requirement.

Desired Qualifications:

- An understanding of the important role of diversity, inclusion, and equity to institutional advancement and alumni engagement.
- Ability to operate independently, exercise sound judgment, and maintain confidentiality.

- Ability to collaborate closely with colleagues in development and across departments.

Other Qualifications:

- Candidates must be legally authorized to work in the United States. Visa sponsorship and relocation allowance are not available for this position.
- Report to work obligations to support the department and may require work during HPU's winter break, if necessary.
- Must meet training and background check qualifications and comply with the Protection of Minors policy.
- Upon hire, the candidate must have reliable personal transportation to facilitate travel between all HPU worksites and other locations as required by the position. This includes a valid driver's license and a personal vehicle that is legally registered and insured.
- This position may also require driving responsibility for an HPU vehicle. Due to driving responsibilities, you must meet training and background check qualifications and comply with HPU's Vehicle Driving policy.
- Able to work all shifts and extended hours.
- The successful candidate will be able to work in an environment that utilizes excellent time and stress management skills.

Key Responsibilities/Essential Job Functions:

1. Grant Writing (95%)

- Write, review, and prepare related grant applications, proposals, reports and educational materials.
- Work directly with organizational leaders and other key stakeholders across the university to create grant proposals.
- Coordinate and administer grant and proposal applications and subsequent awards in conjunction with UA staff.
- Craft the narrative of proposals to focus on impact and meeting funder expectations.
- Take existing initiative materials, such as slide decks and white papers, and convert them into proposal-ready narratives based on need.
- Conduct relevant research to inform proposal narratives.
- Monitor awarded projects and prepare budget projections, financial statements, reports and complex analyses according to funder guidelines and University requirements.
- Review funding guidelines to ensure compliance with all University policies.
- Review pre-award documents for compliance with University policies.
- Advise HPU staff regarding procedures, pertinent developments, account status or alternatives for various funding opportunities.
- Coordinate and disseminate information to faculty and staff on potential opportunities and funding sources.
- Forecast, evaluate and recommend upcoming relevant funding opportunities for key UA Initiatives.

2. Performs other related duties as assigned (5%)

- Actively participates as an effective member of the team by completing assigned duties, accepting additional assignments or reassignments.

This description is not designed to list all activities, duties or responsibilities which may be required for this job. Other duties, responsibilities and activities may be assigned at any time.

Hawai'i Pacific University is an Equal Opportunity Employer committed to fostering a diverse, equitable environment in which faculty and staff can excel irrespective of race, color, national origin, sex, disability, age, genetic information, sexual orientation, gender identity/expression, marital status, or any other protected class covered by state and federal law. Hawai'i Pacific University encourages applications from veterans and individuals with disabilities. A pre-employment background investigation is performed on candidates selected for employment.

To apply, visit <https://apptrkr.com/2601303>

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