

San Jose State University Research Foundation

Position: Proposal Development Specialist

DEPARTMENT: Office of Sponsored Programs

IMMEDIATE SUPERVISOR: Sr. Sponsored Programs Manager

POSTING DATE: September 4, 2020

CLOSING DATE: Open Until Filled

SALARY: \$68,000 - \$75,000

EXEMPT STATUS: Fulltime, Exempt

GENERAL NATURE OF POSITION:

The SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies.

As a member of the OSP team, work directly with faculty on the creation and development of grant proposals and in the negotiation of grant and contract awards for research, training and other projects of San Jose State University (SJSU). The OSP manager will provide pre-award services in various aspects of the proposal preparation and submission phase, including interpretation of the sponsoring agency's guidelines, budget development, coordination of required approvals, and regulation and compliance requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist faculty in developing competitive proposals. Develop complex multiyear budgets that are consistent with objectives stated in proposal narrative as well as the policies of SJSU, the SJSU Research Foundation (Research Foundation), the California State University system (CSU), and sponsoring agency.
2. Provide editorial and writing assistance as appropriate. Assist faculty in developing concept papers to submit to potential sponsors.
3. Develop and maintain collaborative working relationships with faculty, and assist in proposal development and submission of proposals of varying complexity and deadlines.
4. Work with Compliance to review complex contractual documents on behalf of the Research Foundation. Ensure that terms and conditions are acceptable to SJSU and the Research Foundation.

5. Advise faculty, the authorized signers, and university officers, as appropriate, regarding potential risks, irregularities of proposal applications, and responsibilities.
 6. Work with Compliance to prepare subcontract documents, and if applicable, ensure documents are in compliance with Uniform Guidance terms and conditions and other required federal regulations.
 7. Individually meet with faculty to introduce them into the sponsored program arena and provide one-on-one, personalized service. Inform faculty on the availability of resources within and outside the Research Foundation.
 8. Cultivate and maintain positive working relationships with external sponsor agencies. Guide faculty to appropriate agency contacts to discuss proposals prior to submission, often making initial contact for the faculty. Make contacts with federal agency representatives to develop SJSU presence when visiting sponsors and conferences. Promote and facilitate cooperation among colleges and with community members such as local government, local Foundations and industry.
 9. Work with faculty to resubmit denied proposals. Evaluate comments from sponsors and meet with faculty to address proposal weaknesses and revise proposal for resubmission. Review federal, state, profit and non-profit announcements and other publications to remain current on funding opportunities and trends.
 10. Maintain and update internal OSP databases on an ongoing basis, and run relevant reports as necessary.
 11. Regularly contribute to the OSP monthly bulletin, participate in the development of departmental policies and procedures, contribute to the reports on proposal and award activity for distribution to faculty and administrators.
 12. Perform other job-related duties as assigned.
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INTERPERSONAL CONTACTS:

- 1) Reports to Sr. Sponsored Programs Manager.
 - 2) Develop and maintain effective working relationships with internal staff and departments, Principal Investigators, SJSU VP for Research and Innovation, AVP for Research, college deans, departmental chairs, and sponsor agencies on a regular basis.
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SUPERVISORY RESPONSIBILITIES:

None, although may be called upon for advice and direction by others.

QUALIFICATIONS:

- 1) **Education and Experience**
 - Bachelor's degree required.
 - Master's degree preferred.
 - A minimum of 2 to 3 years of work experience of increasingly progressive in Research Administration responsibilities is required.
 - Experience in electronic research administration is preferred.
 - Knowledge of 2-CFR-200 (OMB Uniform Guidance) and FAR regulations is preferred.
- 2) **Knowledge, Skills, Abilities Required**
 - The position requires strong verbal and written communications skills, organizational and time management skills with a focus on multi-tasking, prioritization and adaptability.

- Thorough knowledge of current computer and office automation equipment and software required. Must be proficient in the use of MS Office (Word, Excel, Access, Gmail), windows or other applicable software packages.
- Thorough knowledge and understanding of pre-award requirements, government relations and principles applicable to contracts and grants.
- Excellent communication and writing skills required.
- Demonstrated ability to cultivate and maintain positive working relationships with Research Foundation colleagues, faculty and representatives of various organizations and agencies.
- Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
- Ability to work in a fast pace environment, and handle multiple deadlines and tasks with diplomacy under pressure.
- Excellent judgment, independent creative problem solving skills.
- Accuracy in the development of complex multiyear budgets.

3) Complexity of Duties

- Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to get results would cause additional costs and personnel, and serious delays in overall schedule.

4) Physical Requirements

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate a ten-key adding machine.
- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS:

The comprehensive benefit package includes:

- Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
 - Employer paid dental and vision for both employee and eligible dependents
 - Life, AD&D, LTD with supplemental coverage opportunities
 - 13 paid Federal & State Holidays
 - Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component, which vests immediately
 - Vacation hours accruals and separate sick hours accumulations.
 - Employee Discounts
 - Paid Training and Conferences
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APPLICATION PROCEDURE

To apply for this position, an applicant must submit an [employment application](#) for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by

regular mail. **The formal employment application is located on the Research Foundation website on the [Forms page](#).**

Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation

Attn: HR/Job Code **OSP PDS**

210 North 4th Street

San Jose, CA 95112

E-mail: Foundation-jobs@sjsu.edu

Reasonable Accommodation

The San José State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit [Benefits & Compensation page](#) to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.