**Senior Research Development Officer Standard Job Description**

**Classification Title:** Senior Research Development Officer

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Senior Research Development Officer, under direction, provides professional development for faculty in grant application preparation, developing new grant programs, coordinating & analyzing effectiveness of training activities, managing grant programs, and maintaining the University’s centers and institutes database.

**Essential Duties and Responsibilities:**

**40% Proposal Development and Management**

* Works with researchers in the development and writing of proposals to federal agencies or foundations.
* Connects researchers to funding opportunities and research resources.
* Advises on writing grant applications responsive to funding opportunity announcements with attention to review criteria and application guidelines.
* Reviews previous grant applications and confers with faculty on strategy for resubmission.
* Coordinates contributions of multiple investigators both on and off campus.
* Compiles and organizes proposal materials while investigating guidelines for proposal development.
* Prepares and manages timelines and preparatory steps to support successful proposal submissions.
* Develops templates and draft language for non-technical sections of proposals.
* Provides proofreading and editing of proposals throughout the process as needed.
* Leads proposal development meetings and trains researchers on best practices for submissions.

**20% Training and Professional Development**

* Creates and delivers informational sessions on funding opportunities and proposal development.
* Coordinates professional development activities for faculty including workshops and seminars.
* Assists with training activities to improve investigators' grantsmanship skills.
* Provides one-on-one consultation with faculty on proposal resubmission.
* Systematically publicizes internal and external professional development opportunities for researchers.

**10% Program Oversight and Communication**

* Manages grant programs, develops and implements timelines, and prepares annual program reports.
* Disseminates notices about research progress and successful funding.
* Monitors ongoing policy developments on state and national levels and circulates announcements accordingly.
* Tracks and reports proposal development support and outcomes metrics while reviewing outcomes in relation to goals and objectives.

**10% Research Resources and Tools**

* Develops tools, templates, and guidance documents related to proposal development.
* Creates, manages, and updates standard information needed to support successful funding applications and peer-reviewed publications.
* Monitors various media sources for relevant new funding and program initiatives and circulates announcements accordingly.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of training and experience.

**Required Experience:**

* Four years of experience developing or writing proposals to or for federal, state or private agencies.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.
* Organizational skills.
* Ability to independently make decisions.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 