

Working title: Proposal Development Manager

Appointment: 6 month full time limited contract, with possibility of renewal (note, we are currently working remotely through July 1, 2021)

Salary: Commensurate with experience

The Sustainable LA Grand Challenge (SLA GC) is a campus-wide initiative housed in the Office of the Vice Chancellor for Research and Creative Activities and was launched in 2013 by the Chancellor to transition Los Angeles to the most sustainable megacity by 2050. The premise of SLA GC is to take world-class research from across disciplines and apply it to a hotter and more populous Los Angeles through policy recommendations, technology breakthroughs, and partnerships to demonstrate and implement scalable urban sustainability solutions. SLA GC is bridging the gap between academic scholarship and real world beneficial application to the surrounding community and beyond. Our vision is for Los Angeles to be the most livable, equitable, resilient, clean and healthy megacity, and an example for the world.

SLA GC seeks an effective, persuasive and highly organized individual to lead proposal development for interdisciplinary, cross-sector proposals aimed at confronting urban sustainability challenges. The Proposal Manager will work collaboratively with SLA GC staff, with proposal development and research administration staff in campus departments, with the UCLA contracts and grants unit, and with pertinent UCLA development staff to create competitive proposals to win funding to achieve the goals and objectives of SLA GC.

Essential Duties

1. Establishes a proposal development process, delivers high quality supporting materials (i.e. proposal workbook, document management system) and consistent level of professionalism, astuteness and objectivity.
2. Thoroughly reviews solicitations, sponsor guidelines, funding trends and any other relevant materials, and strives to resolve questions by either researching the appropriate knowledge bases or engaging those who have the ability to resolve the question.
3. Designs and facilitates proposal kickoff meetings to motivate teams, set professional tone, answer questions about the funding opportunity, organize and assign responsibilities, and to establish a communications strategy for the proposal development process.
4. Formulates and oversees a proposal development timeline; sets and articulates clear expectations of proposal objectives and internal milestones; defines and assigns team member responsibilities; establishes proposal team communications strategy and document development strategy.
5. Develops shell documents for proposals; provides templates for letters of support(etc.), grant and contract acknowledgements, and requests for funding for signature by the Chancellor, Deans, departmental Chairs, and other collaborators and partners as appropriate.
6. Supports research teams with strategy sessions to identify discriminators and advise on approaches for strengthening competitiveness and developing a compliant,

responsive and compelling proposal that demonstrates the benefits of proposed work to sponsor.

7. Consults and coaches team members during the proposal development process; tracks issue resolutions; clarifies sponsor requirements; and identifies and resolves logistical issues.
8. Coordinates and facilitates internal and external reviews of proposal drafts to yield verbal and written feedback to help improve proposal content.
9. Provides comprehensive reviewing and editing expertise for proposals, procedure documents, progress reports, and position papers to ensure accuracy and quality of responses (i.e., edits contents of entire document, supports the development of executive summaries and responses to specific proposal questions, and ensures proposal is responsive to request for proposals and other guidelines).
10. Manages the coordination, integration and quality of application materials
11. Designs and coordinates site visits, conferences, and teleconference communications with funding partners to enhance consideration of SLA GC supported proposals.
12. Creates and maintains a database of templates and boilerplate material and an archive of past proposals.
13. Analyzes issues or problems that occurred during the course of a project and applies lessons learned to the next proposal.

Required Qualifications

- A masters degree in social, natural, physical or applied sciences with a concentration on urban sustainability, or related field;
- Effective verbal and written communication skills;
- Experience successfully writing and winning research and/ or education funding; and
- Commitment to advancing equity, diversity and inclusion.

Desired Qualifications

- Association of Proposal Management Professionals (APMP) certification;
- Demonstrated knowledge of
 - state and federal funding agencies and policies;
 - rules and regulations pertaining to research activities; and
 - business development principles.
- Experience in
 - writing, editing, and managing large collaborative technical writing efforts, such as grant proposals or federal procurements;
 - working in a science or technology related organization;
 - working in an academic setting;
 - organizing projects;
 - meeting deadlines in a business-based group setting;
 - designing resource tools, materials and presentations (e.g., graphic presentation of data);
 - management and supervisory principles and practices;
 - working within and leading a team;
 - problem solving and conflict resolutions;
 - managing multiple, diverse projects and meeting deadlines;
 - establishing and maintaining effective working relationships.

How to Apply

Interested applicants should submit a resume and cover letter to Jennifer Craer (jcraer@conet.ucla.edu) as soon as possible. SLA GC is eager to secure a qualified candidate, therefore the position will only remain open until it is filled.

The resume content should be focused on demonstrating the expertise that is described in this posting. The cover letter should make a compelling case for how the applicant will succeed in the proposal development manager role and as part of the SLA GC team, and be effective in creating competitive proposals to win funding to achieve the goals and objectives of SLA GC.