Grants Development Specialist  
Smithsonian Institution  
Washington, DC

**Job Description:**

The Smithsonian Institution is currently seeking a highly motivated and qualified individual who has a broad range of interests and experience in both the sciences and the humanities to develop strategies to increase the Institution’s grant base as part of the office of the Consortia. In this job, the Grants Development Specialist will coordinate and motivate teams of researchers as they seek to develop interdisciplinary, Institution-wide research proposals. Major duties will include: identifying and cultivating external funding opportunities with foundations, government agencies, and corporations; building and coordinating teams of researchers from different disciplines; advising interdisciplinary research teams on funding opportunities; guiding teams through the proposal writing process; writing non-technical proposal sections including management, outreach and diversity plans; editing text for both science-based and humanities-based proposals to ensure clarity, consistency of style, and alignment with sponsor requirements; assisting the Consortia Directors in the management of the Institution’s internal Grand Challenges Awards grants process.

This position is located in the office of the Consortia at the Smithsonian Institution. The role of the Consortia is to foster a spirit of interdisciplinary collaboration that stimulates intellectual exchange within the Smithsonian and beyond. Via an internal granting program, the Consortia develop and launch collaborative projects that advance research, broaden access, strengthen collections, revitalize education, and encourage new ways of thinking that involve emerging technologies that relate to one or more of the Smithsonian’s four Grand Challenges: Unlocking the Mysteries of the Universe, Understanding and Sustaining a Biodiverse Planet, Valuing World Cultures, and Understanding the American Experience. The incumbent will report to the Under Secretary for Science and the Under Secretary for History, Art, and Culture.

**Additional information:**

The Smithsonian Institution is an equal opportunity employer.

This is a full-time, permanent position located in Washington, DC with a pay range of $105,211.00 to $136,771.00.

**This position will be open for applications until the position is filled.** For more information on the position, please visit [http://www.si.edu/consortia](http://www.si.edu/consortia).

To apply for this position, e-mail a resume and cover letter to Consortia@si.edu.