



# Smithsonian Institution

## *Office of Sponsored Projects*

# Proposal Development Specialist

The Smithsonian Institution's Office of Sponsored Projects seeks a **Proposal Development Specialist (Research Development)**, responsible for developing strategies to assist Smithsonian researchers in securing extramural funding for large projects in research or education, supported by federal and state government agencies, as well as occasionally assisting with private entity funding. Responsibilities include identification and promotion of funding opportunities and coordination of large, often interdisciplinary project proposals, relationship building and implementation of pan-institutional programs and training to strengthen collaborative proposal development. The incumbent will maintain a strong relationship with the Smithsonian's Under Secretaries (for Science & Research, for Education and for History and Culture) to identify pan-institutional project priorities.

### **Key Responsibilities:**

- 1) Strategize with Under Secretaries and Unit Directors to develop funding strategies and monitor upcoming funding opportunities to allow for sufficient lead time to plan for large, collaborative proposals.
- 2) Facilitate the development, creation, and preparation of high-impact multi-disciplinary proposals with multiple partners for extramural funding, to ensure the highest quality proposal submissions.
- 3) Identify and develop convergent science, educational and cultural opportunities not typically pursued by individual research endeavors.

### **Knowledge, Skills, and Abilities (demonstrate 7+ years of experience):**

- 1) Knowledge of and experience in proposal development and project management, including development at higher ed institutions, non-profits, or private organizations for a variety of federal or other government agencies and projects of national or international scope.
- 2) Knowledge of and experience in implementation strategies in modern organizational management, grantsmanship (proposal solicitation, development, negotiation) federal and private grant administration and contract policy, analysis, information systems, business and program management, and organizational behavior.
- 3) Knowledge of and experience in principles/application of project management, as well as experience leading training or information sessions to build researchers' skill sets that will enhance proposal development and implementation of large projects.

- 4) Knowledge of philosophy, policies, procedures, practices and inter-relationships of a large complex, multi-disciplinary organization such as a research university, liberal arts collect, non-profit or museum complex.
- 5) Knowledge of organizational and analytical capabilities required for qualitative and quantitative problem-solving in a complex, multi-disciplinary, diversified environment.
- 6) Ability to network effectively with Smithsonian colleagues, federal agency program officers and other entities to identify funding priorities and develop viable and successful funding proposals.
- 7) Ability to communicate verbally and in writing with ease and diplomacy with a wide range of people, including senior level officials from Federal and other organizations and demonstrate a strong service orientation.

Anticipated salary range: \$132,368 - \$172,075 (starting salary likely will not exceed \$150,016) for a DC based location.

This is not a federal position but has similar requirements and benefits. **PLEASE NOTE THAT THIS POSITION IS OPEN TO ALL CANDIDATES ELIGIBLE TO WORK IN THE UNITED STATES.**

#### **Telework Eligibility:**

This is a hybrid position (telework and on-site combination) which may require travel to Smithsonian museums and research centers to gain first-hand knowledge of research expertise and educational programming. The opportunity for remote telework (outside of the DC geographic region) may be considered.

#### **Benefits:**

The Smithsonian offers a comprehensive benefits package that includes vacation and sick leave, holidays, commuter benefits, health/life insurance, and retirement plan (TIAA/CREF). Please see Benefits at [www.sihhr.si.edu](http://www.sihhr.si.edu) for a complete description.

#### **Equal Employment Opportunity:**

The Smithsonian is an equal opportunity employer and does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

To apply, please send a résumé, cover letter, writing sample (no more than 3 pages) and anticipated salary requirements to [ospmail@si.edu](mailto:ospmail@si.edu) no later than May 20<sup>th</sup> for consideration. Applications will be reviewed on a rolling basis as they are received.