
MIT Job Description

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| Job Title: Writer 1, SRS | Position Title: Grant Writer |
| Reports to: MechE Administrative Officer | % Effort: 50% SRS 1-year term appointment up to 20 hours weekly |
| Department: Mechanical Engineering | Prepared by: Pierre Lermusiaux, Associate Department Head, and Joanne Mathias, Administrative Officer |
| Date: 11-01-2021 | Pay Grade: 6 |

POSITION OVERVIEW:

The Department of Mechanical Engineering (MechE) embodies MIT's motto: *mens et manus*, "mind and hand", as well as "heart" by combining analysis and hands-on discovery with a commitment to making the world a better place. By leveraging our strengths, we aspire to solve some of the biggest challenges facing our world – and train the next generation of mechanical engineers to develop creative products and solutions. We conduct cutting-edge research at the new frontiers of mechanical engineering. Faculty often specialize in more than one discipline, ensuring a fluidity of research that promotes cross-disciplinary discovery. Our present Grand Challenges in Research include: Design and Manufacturing Innovation, Health of the Planet, Global Energy Sustainability, and Robotics, Autonomy, and Intelligent Systems.

The Grant Writer in MechE will research, identify, and help organize public and private sources to support MechE's research and programmatic activities; support, develop and help write proposal text and material including layout, organization, and research suggestions based on inputs from the principal investigators in MechE; coordinate the development, writing, and submission of grant proposals to public and private funding sources; and assist in maintaining long-standing relationships with granting agencies, research groups, industry partners, and other entities while also creating new relationships. The person hired will develop an exceptional understanding of MechE's programs, quantitative and qualitative data, program logic models, funding priorities and strategic plans to use in grant submissions and report. The Grant Writer will collaborate with several members of the MechE program and operations teams to implement a successful grants program strategy as well as liaise with several offices at MIT including Foundation Relations and the Office of Sponsored Programs (OSP).

Principal Duties and Responsibilities (Essential Functions):**

- Research, prepare, and help write grant proposals, applications, reports and associated documentation, working directly with department faculty, senior researchers, and the MechE leadership team.
- Help develop and maintain an accurate grants calendar, scheduling and tracking all grant activities, internal routing and approval processes, and deadlines.

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- Write, assemble, and submit persuasive and compelling letters of intent, case statements, presentations, and proposals, from smaller targeted research efforts to larger multi-PI, multi-institution collaborative proposals, for a varied set of individual, private, corporate, foundation and governmental funding opportunities.
 - Review and interpret funding requirements to ensure eligibility and successful grant submission.
 - Collaborate with MechE webmaster and Associate Department Head for research and operations (ADH) to research, identify, and create a database of grant funding resources available through state, corporate, federal, and private agencies using research tools provided.
 - Prepare and write required progress and final reports, including compiling necessary information from program and finance staff; collecting, analyzing, interpreting, and presenting data in table and graph formats; drafting written reports; and submitting all reports in a timely manner.
 - Assist ADH and DH with direct communication with current and prospective foundation contacts and program officers; participate in meetings with DH, ADH, and donors as needed.
 - Collaborate with DH, ADH, and other program's team staff to determine feasibility of applications for funding to support existing programs as well as new initiatives.
 - Confer with program staff affected by proposed grant applications and awards to outline program goals and objectives, and assist with budget development.
 - In consultation with DH, ADH, Administrative Officer (AO), and Manager of Finance and Administration, serve as liaison between Office of Sponsored Programs (OSP) and MechE, ensuring MechE implements grant agreements, such as reporting, and provided information as necessary to MIT OSP and Foundation Relations.
 - Ensure prompt acknowledgement of foundation gifts.
 - Responsible for interpreting, analyzing and reporting on data.
 - Maintain master files on grants on MechE servers and databases.
 - Participate in other MechE development and communications ventures.
 - Perform other duties, as necessary.

Supervision Received:

Supervision is provided by the AO and ADH; daily tasks and responsibilities directed by DH, ADH and AO; position requires ability to perform with minimal supervision.

Qualifications & Skills:

- Bachelor's degree required, in English, Communication, or related degree preferred. Master's degree or equivalent a plus.
- Minimum 2 years of related experience in research grant writing and reporting processes.
- Excellent research, analytical, problem-solving, and organizational skills.
- Exceptional written communication and presentation skills, preferably in a non-profit environment.
- Strong attention to detail and time management skills.
- Extensive knowledge of Microsoft Office tools (Word, Excel, PowerPoint), cloud-based collaboration tools (Google Drive, Dropbox, etc.), Web Content Management Systems (Drupal,

WordPress, etc.), and varied drawing and presentation tools such as Adobe Creative Cloud and other similar software.

- Knowledge of online proposal submission and reporting systems.
- Knowledge of federal, state, local and private funding source rules and regulations. Experience with industry funding a plus.
- Experience with diversity, equity, and inclusion efforts and K-12 education interventions a plus.
- Program analysis, interpretation, and report writing experience.
- Demonstrate success of proposals developed and awarded.
- Ability to maintain confidential information and use good judgment in unexpected situations.
- Must be able to take initiative, multi-task, and work effectively to meet deadlines.
- Professional with the ability to work independently and to collaborate in a team with diverse backgrounds and skill sets in a fast-paced, rapidly changing work environment.
- Ability to work a varied schedule with some evening and weekend hours.
- Experience at MIT a plus.
- This is a one-year appointment that may be eligible for renewal contingent upon available funding.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.