JOB DESCRIPTION

Position Title: Proposal Development Coordinator

Department: Science & Practice  FLSA Status: Non-exempt

Reports to: Director of Research & Development  Last Reviewed: July 2023

Supervises: N/A

BASIC FUNCTION

The Proposal Development Coordinator plays a key role in supporting the research and proposal development efforts of ADCES. This position works closely with the Director of Research and Development and other ADCES team members to coordinate various activities related to cultivation, writing, and pre/post award monitoring of proposals. This position involves collaborating with multiple departments, the ADCES research committee members, and other stakeholders to facilitate the planning, implementation, and evaluation of projects. Will also assist in collecting and analyzing data, managing research and proposals, and ensuring compliance with ethical and regulatory guidelines. This role requires exceptional organizational, analytical, communication, and interpersonal skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with planning, coordination, and execution of proposals.
- Conducts literature reviews, synthesizing existing research findings to inform study design and research objectives.
- Coordinates prospect research and identification activities to support proposal efforts.
- Assists with the development of proposal materials and data collection tools, including needs analysis, course outlines, and budget preparation.
- Coordinates and facilitates cross-functional team meetings and workgroups with scheduling, agenda preparation, and documentation of meeting minutes.
- Responsible for maintaining accurate and up-to-date proposal records in the association management system.
- Will monitor progress and outcomes of funded initiatives and make recommendations for adjustments or enhancements as needed.
- Assists with preparation of presentations and reports for internal and external stakeholders.
- Collaborates with ADCES departments and committees to gather information and data for research and proposal initiatives and reporting.
- Stays updated on grant management regulations.
KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess excellent communication skills including verbal, written and interpersonal.
- Organizational skills required, with ability to be detail-oriented, multi-task, and complete assigned projects and responsibilities in a timely manner.
- Must possess computer proficiency in Microsoft Word, with demonstrated experience in various software systems and platforms.
- Customer service orientation is essential; coordinator must be comfortable assisting members via phone and email on a regular, daily basis with service-oriented approach.
- Ability to work both independently and as a team member.

EXPERIENCE/EDUCATION

- Bachelor’s degree in business or related field required; advanced degree preferred.
- Minimum of 2 years work experience in a professional environment; prior association experience a plus.
- Demonstrated experience writing proposals preferred.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional overnight and out of state travel may be necessary.

WORKING CONDITIONS

The majority of work is performed in a general office environment where a hybrid work schedule is observed. Position may occasionally require availability for extended hours and non-traditional hours to perform department job duties. Also, may require occasional participation and attendance at organization sponsored events and meetings across the country.