



# The West Virginia School of Osteopathic Medicine



## **GRANT WRITER**

The position of Grant Writer under the supervision of the Associate VP for Grants and Research and in support of WVSOM Faculty will author and revise grant proposals and concept papers, online applications and other grant-seeking documents as well as help develop proposal budgets. Grant Writer will assist WVSOM faculty and staff in identifying funding opportunities, in conceptualizing proposals, completing the sponsor administrative documents and reviewing grants for completeness and compliance. The Grant Writer will also provide grant writing seminars for faculty and others.

Reports to: Associate Vice President for Grants and Research.

Specific Job Functions: Writes grant proposals for Federal, State and Private Sponsors. Identifies and applies for grant opportunities relevant to WVSOM. Works collaboratively with other departments to obtain information on the development and status of projects and major program initiatives. Assists in preparing programmatic and fiscal reports for funders as required; works cooperatively with other departments to manage the reporting process including securing research data, finalize budgets, and ensuring that appropriate team members review and approve final documents. Ensures all grants pursued, and received, are in line with WVSOM's goals, objectives and directives, as well as all pertinent state and higher educational policies and budgets. Helps develop presentations for funder meetings. Maintains accurate documentation and records for execution of contract terms and ensures compliance with grant requirements and regulations. Ability to provide grant writing seminar to faculty and others. Completes all reporting and filing requirements. Demonstrates superb writing abilities. Strong online research skills.

Qualifications Required: Bachelor's Degree. Successful candidates will ideally have 3-5 years experience in a grant writing position. Demonstrated experience in preparing proposals for NIH, NSF and/or other federal funding agencies. Desirable: MA or PhD in basic sciences with documented history of two or more years of progressively increasing responsibility in grant writing within educational, state, federal programs or agencies, preferable.

Position: This is a full-time non-classified position with full state benefits and is exempt from FLSA provisions regarding overtime. Salary is commensurate with experience.

Application: Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone numbers to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail [lbicksler@osteo.wvsom.edu](mailto:lbicksler@osteo.wvsom.edu). Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901.

Applications are considered confidential, and references will not be contacted without notifying the applicant. The search committee will begin its review of applications upon receipt.

West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.