

Institution Name	Harvard University
Department Name	FAS Research Administration Services
Job Title	Assistant Director of Research Development
Job Description	<p>Reporting to the Director of Research Development, provide support for funding opportunity identification and dissemination and proposal development efforts for FAS faculty across the three FAS Divisions (Science, Arts and Humanities, and Social Sciences). Working with the Director in coordination with senior FAS and university wide leadership, will implement processes, tools and strategies designed to provide enhanced faculty support focused on increasing proposal submissions and proposal competitiveness. Will work with OSP and FAS leadership to develop regular reporting mechanisms and analyze data to inform the School's research development and research portfolio diversification strategies. S/he will work on a broad range of Research Development programs and initiatives.</p> <p>Duties and Responsibilities:</p> <p>Develop targeted search profiles and manage funding opportunity searches for assigned faculty using relevant research databases across the three FAS divisions. Develop comprehensive resources and strategies for targeting relevant funding opportunities.</p> <p>Manage the FAS limited submission process in collaboration with the Office of the Vice Provost for Research.</p> <p>Design and implement systems to more effectively identify and target funding opportunities to departments and faculty based on specific areas of research interest. Use external sources and internal grants management systems (e.g., Community of Science, Foundation Directory Online, Harvard Catalyst Profiles) and other information sources to target funding opportunities.</p> <p>Design proposal development resources, including templates that can be adapted by faculty for various components of federal and private funding applications and timelines and tools that faculty can use to manage development of research portfolios and grant applications.</p> <p>Build relationships with department and center research administrators, the Office of Technology Development, the Office of Sponsored Programs, the University Development Office, the Provost's Office, and with the School and Divisional Deans' offices to achieve a high level of information sharing and smooth communications around research funding opportunities and relevant areas of interest.</p> <p>Develop communication tools designed to increase utilization of FAS Research Development services and enhance the office's targeted marketing efforts, including primary responsibility for new Research Development website and implementation of website enhancements.</p> <p>Assist with the development of inter-departmental, multi-disciplinary, innovative research proposals and, in conjunction with Divisional Deans' Offices and department staff, support proposal submission for major projects.</p> <p>With the Director, establish key metrics and monitor success of key Research Development initiatives.</p>
Qualifications	<p>Basic Qualifications Bachelor's degree required; minimum three plus year's experience in an academic or non-profit setting.</p> <p>Additional Qualifications Five year's plus experience preferred; graduate degree preferred; experience and knowledge of a wide variety of sources of research funding, especially private foundations and smaller independent funders; knowledge of NSF, NEH, NIH and other federal funding programs and federal funding mechanisms, policies, and practices; experience preparing applications and/or working and managing a diversified grant portfolio; experience building and maintaining successful working partnerships with a wide range of faculty from varying disciplines; demonstrated ability to think independently and strategically;</p>

	interest in contributing to a developing program. Strong computer skills preferred, including MS Office Suite, database management software, and HTML.
Email address of contact	<a href="mailto:ohman@fas.harvard.edu">ohman@fas.harvard.edu</a>
Website for applications to be submitted	<a href="https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&amp;siteID=5341&amp;AREq=25877BR">https://jobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerID=25240&amp;siteID=5341&amp;AREq=25877BR</a>
Job or Requisition No.	25877BR