



External Vacancy Announcement

Email: jobs@tubmanu.edu.lr

**Tubman University Office of Human Resources
Harper, Maryland County
Republic of Liberia**

William V.S. Tubman University (TU) is Liberia's second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University's teaching, learning, research and community service mission, TU is seeking qualified candidate for the position of:

Position: Grant Proposal Writer

Duty Station: Harper, Maryland County

Minimum Qualification: MSc/MA

Commencement of Employment Period: June 1, 2016

Closing Date for the Submission of Application: Open Until Filled

Salary and Benefits: Commensurable Salary, Optional Medical Insurance, and Group Transportation

Reports To: Assistant Vice President for Sponsor Program and Economic Development

Position Requirements: The successful candidate must possess at least a Master's Degree in English or Writing, Journalism, Business Administration, or other related fields; must have worked at least three years as a Grant Proposal Writer or in related position (s), researching funding sources for grants in a non-profit environment; must be able to demonstrate success rate of generating funds in the past three years ; must have impeccable skills in writing award-winning proposals; have experience in research relevant to matching potential funding opportunities with university needs; be professional in appearance and demeanor; be proficient in MS Word, MS Publisher, MS Excel and other relevant applications to create brochures, spreadsheets, and proposals; be able to proficiently use internet; liaise with other grant proposal-writing teams; must have the ability to follow-up and follow-through; must be motivated as a self-starter, team player, and member of the TU community.

Position Description:

- Responsible for conducting the full range of activities required to prepare, submit , and manage grant proposals to foundation, corporate, and other funding sources;
- Perform prospect research on potential funding sources to assess the University's eligibility and qualification for a grant opportunity;
- Gather and report accordingly to donors, all relevant information or updates regarding an awarded grant ;
- Comply with all grant reporting procedures as required by donors and in line with University policies, guidelines and procedure.
- Provide stewardship to current donors, including working with the University's Office of Finance and Budget to provide regular written updates (newsletters, etc.) to donors;
- Understand institutional history and programs of prospective donors;
- Make appointments for the AVP and VP for Sponsored Programs and Economic Development with potential donors and other prospects; arrange for onsite tours for supporters (foundation officers and foundation trustees) of donor-funded programs at the University;
- Maintain appropriate database and record system (electronic and paper-based) of all relevant grant-related information and activities (written proposals, implementation, tracking, monitoring and evaluation, etc.);
- Develop proposals that would build on and expand the University's funding base and sources, in line with the University's Strategic Plan;
- Coordinate with other units or Divisions of the University relative to grant-writing needs and consultation.
- Perform other duties as assigned and required by supervisor

The ideal candidate must submit the following materials:

- 1. A letter addressing key areas of the position and how the candidate's experience and expertise would benefit the University**
- 2. CV**
- 3. Copy of degree(s) and Certificate(s)**
- 4. 3 references, including names, titles and contact numbers**

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr;
Or The Human Resources Office W.V.S. Tubman University Harper, Maryland County.