

Science Research Writer - Research Proposal Development

Location: Memphis, Tennessee

Category: Laboratory Sciences & Support

Department: Office of Large Grant Development

Shift: Weekday Day

Position Type: Full Time

Scheduled Weekly Hours: 40

Requisition ID: JR50478

Job Description

We are seeking a Science Research Writer for Research Proposal Development.

The Office of Large Grants Development at [St. Jude Children's Research Hospital](#) seeks outstanding applicants for a **Science Research Writer for Research Proposal Development**.

The successful candidate will be a member of the Office of Large Grants Development team and will focus primarily on supporting opportunities and success for interdisciplinary research teams. The Science Research Writer will work with colleagues across St. Jude Research and other units across the institution, to support large-scale grant proposal development. They will support faculty teams by planning and delivering ideation sessions and workshops, as well as providing a range of project management services to increase readiness and competitiveness for large-scale funding opportunities.

Primary functions include:

- Identifying grant opportunities aligned with SJCRH strategic research focus areas
- Interpreting program guidelines
- Communicating with sponsors
- Proposal project management
- Coordinating resources in order to help faculty develop highly competitive research proposals
- Assisting in developing proposal budgets
- Preparing non-technical grant proposal components
- Track, edit, and formatting proposal documents
- Assuring compliance with applicable federal, state, fiscal, and programmatic requirements

The successful candidate will demonstrate solid knowledge, expertise, and project management skills for proposal development support.

Please include a cover letter as part of your application.

Responsibilities:

- Works with scientists across St. Jude Research and other units across the institution, to support large-scale grant proposal development. Coordinates initial meetings for planning and delivering ideation and workshops, and establishing a workplan for the research group. Facilitate team science process for proposal teams to prepare competitive, large-scale, multidisciplinary proposals: work with faculty and staff teams to develop well-organized, polished, competitive grant proposals that are responsive to funder requests for large-scale and interdisciplinary opportunities. Prepares and submits non-technical grant proposal components (plans for management, education, diversity and inclusion, innovation, commercialization, economic development, postdoctoral mentoring, data management. Provide information on program evaluation resources). Provide a range of project management services to increase readiness and competitiveness for large-scale funding opportunities.
- Reviews grant program or project guidelines and proposal submission requirements. Prepares templates and checklists to assist with proposal development in accordance with project and program guidelines. Prepares and facilitates submission of major grant applications and project proposals. Manages working group processes for preparing and submitting grant applications and funding proposals for major projects such as multi-institutional research collaborations. Drafts proposal text as directed. Coordinates preparation of images and collection of documentation. Compiles contributors' materials and supporting documents. Reviews and assembles proposal elements, facilitates appropriate review, and amends materials as indicated.
- Draft materials for distribution to author group members for review. Perform preliminary review and editing of draft materials and Coordinates review processes. Coordinate activities related to proposal development: organizing red team reviews, technical reviews, facilitating connections to external partners, and coordinating with other internal support units/services. Compiles comments and requested edits.
- Assist departmental and Grants and Sponsored Programs staff with developing proposal budgets and budget justification narratives in accordance with the guidelines of the solicitation.
- Develop programming and resources for faculty and staff, such as toolkits, templates, workshops, writing groups, orientations.
- Maintain grant proposal development and sponsor knowledge through continuing professional development activities and experiences.
- Facilitate meetings: from single team meetings to networking events - to foster ideation, collaboration,
- Network and build relationships with faculty across campus to assure effective communication and interaction between the researchers and OLGD.
- Maintains regular and predictable attendance.
- Performs other related duties as assigned in order to meet the goals of the department and institution.

Minimum Education and/or Training:

- Master of Science in an area of Biomedical Science, communications, business administration, education or other healthcare field required.
- PhD preferred.

Minimum Experience:

- Two years of experience writing and producing high-level scientific materials. Evidence of significant contribution to the writing and publication of major articles or reports is required. Experience conducting high-level research with significant independence. Experience working in a staff position or in a freelance capacity on coordination and management of complex scientific communications projects

St. Jude Children’s Research Hospital has a diverse, global patient population and workforce, built on the principles of diversity, equity and inclusion. Our founder Danny Thomas envisioned a hospital that would treat children of the world—regardless of race, religion or a family’s ability to pay. [Learn more about our history and commitment.](#)

Today, we continue the mission to advance cures and means of prevention for pediatric catastrophic diseases through research and treatment. As we accelerate this progress globally, we believe our legacy of diversity, equity and inclusion is foundational to success. With the commitment of leaders at all levels of the organization, we strive to ensure the St. Jude culture, leadership approaches and talent processes are equitable and culturally responsive. View our [Diversity, Equity and Inclusion Report](#) to learn about the hospital’s roots in diversity, equity and inclusion, where we are today and our aspirations for an even better future.

Other Information

[St. Jude is an Equal Opportunity Employer](#)

No Search Firms

St. Jude Children's Research Hospital does not accept unsolicited assistance from search firms for employment opportunities. Please do not call or email. All resumes submitted by search firms to any employee or other representative at St. Jude via email, the internet or in any form and/or method without a valid written search agreement in place and approved by HR will result in no fee being paid in the event the candidate is hired by St. Jude.