Research Development Officer (Grant Administrator 2)
Florida International University (Miami, FL) is seeking Research Development Officer(s) to join the College of Arts, Sciences & Education (CASE) RD team (https://case.fiu.edu/research/research-development-office/index.html). The candidate(s) will seek out relevant funding opportunities, coordinate cross-institutional teams of researchers, and develop interdisciplinary research proposals for the College, with a focus on the pre-eminent research centers, including the Institute of Environment (https://environment.fiu.edu) and STEM Transformation Institute (https://stem.fiu.edu).

Job Summary
Seek out relevant funding opportunities, coordinate cross-institutional teams of researchers, and develop interdisciplinary research proposals for the College (CASE), with a focus on pre-eminent research centers. Works with Institute Directors and Associate Directors, as well as with Principal Investigators of funded projects, to formulate and facilitate the research direction of the Institute and College. Guides faculty with preparing project proposals and developing reports for funded projects.

- Facilitates the overall research activity of CASE; Manages, coordinates, and plans appropriate research programs and technical project activities
- Assists with strategic planning toward the expansion of research, development, and education capabilities.
- Assists in formulating and administering the appropriate research programs and technical projects.
- Responsible for proposal development and project reporting for funded research activities.
- Identifies and tracks relevant funding opportunities for College researchers.
- Facilitates team formation and proposal writing meetings for identified research opportunities. Drafts proposals in response to relevant funding opportunities.
- Prepares and assembles required grant documents for submission through the FIU Office of Research and Economic Development to Federal agencies, industry, contractors, and foreign entities.
- Directs implementation and interpretation of operating policy procedures subject to appropriate oversight from the FIU Office of Research and Economic Development.

Minimum Qualifications
Bachelor's degree and two (2) years of relevant experience, including proposal development.

Desired Qualifications
Experience working in higher education.
Experience coordinating teams and preparing proposals for funded research projects.
Background in environmental sciences preferred.

Salary negotiable based on experience.


Florida International University is classified by Carnegie as a R1: Doctoral Universities - Highest Research Activity and recognized as a Carnegie engaged university. It is a public research university with colleges and schools that offers 196 bachelor’s, master’s and doctoral programs in fields such as engineering, computer science, international relations, architecture, law and medicine. As one of South Florida’s anchor institutions, FIU contributes almost $9 billion each year to the local economy. FIU is Worlds Ahead in finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission. FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students in two campuses (Modesto A. Maidique Campus, Biscayne Bay Campus) and three centers. For more information about FIU, visit http://www.fiu.edu/.