**POSITION SUMMARY:**

Full-time benefited position with the California Water Institute through the California State University, Fresno Foundation. The position of Grants and Contracts Facilitator will work under the general direction of the Director of the California Water Institute's (CWI) Research and Education (R&E) Division at Fresno State, through the California State University, Fresno Foundation. The Grants and Contracts Facilitator will be responsible for finding and linking funded water research and engagement opportunities with appropriate CWI-R&E staff, Fresno State, and external partners.

The position will require a high level of independence and effective collaboration with the campus and community. The Grants and Contracts Facilitator will work closely with faculty, researchers, external partners, funding agencies, and community stakeholders to facilitate the research, study, and evaluation of water-related issues and challenges.

**ESSENTIAL JOB FUNCTIONS:**

Under the general direction of the R&E Director, the incumbent will be responsible for the following. Typical duties include, but are not limited to:

- Develop new and existing working relationships with:
  - Funding agencies and foundations such as but not limited to Federal (NSF, USDA, USDE, NRCS, DoEd, Bureau of Reclamation) and State (CDWR, SWRCB, CDNR, CDFW, CDEnergy, CDFA)
  - Private foundations & NGOs
  - Relevant researchers and universities including the UC and CSU systems, and others deemed important by the Director and other CWI oversight administration

- Actively monitor funding databases especially [www.grants.gov](http://www.grants.gov) (Federal) and [www.grants.ca.gov](http://www.grants.ca.gov) (CA State).
  - Create search terms and settings and signup for automated email notification of new grant opportunities.
  - Maintain an internal database of opportunities from these (and similar) sources, disseminate to relevant faculty, CSU personnel, and others, and update the status of these opportunities bi-weekly.
  - Develop and maintain a grants opportunity calendar with a one-year window of dates of RFPs and submission dates that support and promote the Strategic Goals and Objectives of the CWI R&E Division.

- Assist faculty in developing research objectives and goals that align with funder and CWI’s interests. Lead and coordinate the researching, development, writing, packaging and submission of grant proposals.
  - Direct faculty to research opportunities that are consistent with the Division’s Strategic Goals and Objectives; match individuals and teams in the identification and preparation of funding opportunities.
  - Work with the Director and Office of Research and Sponsored Programs to develop grants and project intake and management process.

- In cooperation with Directors, Principal Investigator’s (PI), Office of Research and Sponsored Programs and Fresno State Foundation, serve as a facilitator for obtaining, organizing, and compiling information to write/edit/compile large, multi-department and multi-institution funding submissions.

- Participate in bi-monthly meetings with Director and Associate Director to discuss the status of upcoming and submitted grant requests.

- Prepare a quarterly status report for the Director including the number of submittals and related details for all proposals.

- Assist the Director to increase visibility of water programs at Fresno State on a local, national and international level through public awareness campaigns, conferences, workshops and University sponsored events and programs.

- Attend regularly staff meetings and provide status of relevant grants and projects.

- Meet quarterly with the Director and Associate Director to discuss goals and objectives for the next year.
Other duties as assigned.

**POSITION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree from a four (4) year college or university in business, agriculture, engineering, natural or applied sciences, social sciences, arts and humanities, public health, or education.; or one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.
- Demonstrated professional writing and speaking skills.
- Ability to foster white paper or concept paper production.
- Experience in communicating with grant program managers and relevant agency representatives.
- Work effectively with multidisciplinary teams.
- General understanding of personnel rules, conflict of interest and confidentiality.
- Must possess a valid driver’s license in good standing, reliable vehicle, and valid insurance as travel is required within the State of California.
- Professional experience in CA water issues (broadly interpreted).

**COMPENSATION:**

$3,750.00 - $5,000.00 per month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.

**DEADLINE:** Application review begins July 5, 2022; open until filled.

**TO APPLY:** Please visit the Auxiliary Human Resources page at [https://auxiliary.fresnostate.edu/association/hr/](https://auxiliary.fresnostate.edu/association/hr/) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Ave. (there is no suite number)
Fresno, CA 93710  Fax: (559) 278-0988

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click [http://fresnostate.edu/adminserv/smokefree/index.html](http://fresnostate.edu/adminserv/smokefree/index.html)

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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