

<b>Job Title:</b>	<b>Grant Manager</b>
<b>Apply:</b>	<a href="https://airtable.com/shrh06JdB0IPgk5R9">https://airtable.com/shrh06JdB0IPgk5R9</a>
<b>More Info:</b>	<a href="https://www.solvusglobal.com/careers">https://www.solvusglobal.com/careers</a>
<b>Desired Start:</b>	Spring 2022
<b>Job Type:</b>	Part or Full Time, Hourly

## **At Solvus Global, We Are...**

*Innovators, Engineers, Entrepreneurs, Makers, Creators, Dreamers, DOERS*

Solvus Global is a technology innovation start-up focused on solving problems in the materials and manufacturing space. We are a diverse team of engineers & scientists dedicated to leveraging our Knowledge Capital to develop critical solutions for our customers. Often, those solutions have much greater impact than just one organization and so we focus our innovations on Enterprise Solutions. Our team spins out core technology areas into standalone startups ready to build a team, raise capital, and launch a product/service that solves a critical challenge across entire market domains in materials & manufacturing.

## **The Opportunity with Solvus Global Is...**

*Dynamic, Engaging, Cross-Disciplinary, Cutting-Edge, Flexible, EMPOWERING*

We are currently looking for a part- or full-time grant manager OR writer (see separate job posting) who will work side-by-side with our engineers and management to support our proposal development team. Solvus Global maintains a portfolio of technically diverse business units, and the ideal candidate will be able to support each of them. Technical experience is not required, rather emphasis is on organization and exceptional writing and editing skills. This position may require night and weekend work occasionally. In this role, you would be responsible for managing all aspects of the grant preparation and submission process, including:

- Researching and identifying applicable proposal calls and solicitations for pursuit
- Assembling & managing the technical team to provide technical content
- Managing timeline to submission and completing corporate documentations for the proposal package
- Editing all documents and components of the proposal package
- Ensuring compliance with all grant requirements

Depending on the candidate's background, this role may include or may evolve to include:

- Determine proposal concepts and generate technical content
- Prepare & maintain reports and templates for each agency
- Participate in or lead annual planning and quality improvement initiatives

This will be a fast-paced, dynamic role that requires excellent communication skills, a strong team drive, and an ability to self-start. The ability to communicate well orally and in written form is *critical* for this position.

### **Required Attributes & Skills**

- 2-3 years experience in grant or proposal writing or editing
- Superior writing, editing, and communication skills
- Experience with Microsoft Suite formatting and template creation
- Exceptional attention to detail
- Experience working in a deadline driven environment
- Skills in internet prospecting and research
- Ability to work in a team

- Ability to take and give direction
- Ability to manage multiple projects and deadlines

**Advantageous Attributes & Skills**

- Experience with budget drafting
- Technical background in any of the following areas:
  - Additive manufacturing
  - Robotics
  - Software/programming
  - Batteries
  - Recycling/sortation
- Familiarity with government and foundation policies, procedures and guidelines, and business principles governing grant preparation and submission.