

Grant Writer
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=257208>

Downloaded On: May. 21, 2025 8:26am

Posted May 20, 2025, set to expire Jul. 3, 2025

Job Title Grant Writer
Department Government & External Relations
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted May 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory
Grant Writer/Technical Writer

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Job Description

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Grant Writer

LOCATION

Worcester

DEPARTMENT NAME

Government & External Relations

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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WPI is seeking a strategic and detail-oriented Grant Writer/Manager to support faculty, staff, and institutional leadership in identifying and securing external funding for research, academic programs, student support initiatives, and institutional priorities. This position will be responsible for researching funding opportunities, developing and writing high-quality grant proposals, managing submissions, and overseeing post-award reporting and compliance. The ideal candidate brings a deep understanding of grant processes within a higher education context, along with exceptional communication, organizational, and relationship-building skills.

Compensation depends on experience but is up to \$70,000 annually, and includes excellent benefits: 4 weeks of paid time off, plus an additional week off in late December during the university's holiday shutdown, 13 holidays, comprehensive health, dental, and vision coverage, a 9.5% retirement match after 12 months, disability and life insurance, tuition assistance (including full WPI tuition for dependents after 3 years), free access to the fitness center, wellness resources and flexible summer hours.

JOB DESCRIPTION

Grant Identification & Proposal Development:

- Research and track federal, state, foundation, and corporate funding opportunities aligned with institutional goals and academic initiatives.
- Collaborate with faculty, department heads, and administrators to develop compelling proposals and grant narratives.
- Write and edit grant proposals, letters of intent, supporting documents, and budget justifications.
- Ensure alignment with institutional priorities and funding agency requirements.

Grants Management & Compliance:

- Maintain a centralized grants calendar, monitoring deadlines, renewal opportunities, and reporting schedules.
- Coordinate the internal review and approval process for grant submissions.
- Oversee post-award functions, including compliance with funder guidelines, documentation, and timely reporting.
- Liaise with the finance and research offices to develop accurate budgets and ensure fiscal responsibility.

Relationship & Capacity Building:

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- Foster relationships with program officers, funding agencies, and philanthropic partners.
- Serve as a resource for faculty and staff by offering guidance and training on grant development and proposal writing.
- Track funding trends in higher education and disseminate relevant opportunities to campus stakeholders.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

Requirements:

- Bachelor's degree in relevant field.
- Minimum 3-5 years of successful grant writing and management experience, ideally within higher education or a related research environment.
- Demonstrated success in securing federal and foundation grants (e.g., NSF, NIH, DOE, private foundations).
- Strong writing, editing, and research skills with the ability to translate complex academic projects into accessible, compelling narratives.
- Knowledge of grant lifecycle management, budget preparation, and post-award compliance.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Grant-Writer_R0003155

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

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WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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