

August 2015

**Position Title: Grant Development Manager**

Full time Position located in Santiago, Chile; Reports to Executive Director

**Description:**

The Grant Development Manager is a strategic position responsible for supporting different divisions of UC Davis Chile. This position reports to the Executive Director and will collaborate with the Chief Officers on the project executions of UC Davis-Chile. He or she is in charge of identifying new funding, business and research opportunities from the national and international public and private sector for UC Davis-Chile. This manager position acts as a technical and financial counterpart in making decisions and recommendations that are recognized as authoritative and that have critical and far-reaching impact on projects being effected by UC Davis Chile.

**Functions and Responsibilities:**

- Develop a fundraising strategy for UC Davis-Chile, which includes prioritizing funds, defining timing and identifying potential co-executors.
- Conduct regular and on-going analysis of the grant timeline, and based upon grant deadlines, independently determine when to convene meetings with necessary contacts
- Lead grant application, implementation and overview execution; this includes identifying and assembling technical teams, writing, and providing regular reports to the respective funding entity.
- Responsible of the inclusion of potential counterparts (technical and financial) for project executions.
- Offer technical advice to R&D programs for UC Davis-Chile
- Preparation of proposals and contracts administration for any requested services
- Bidding to delivery processes
- Develop effective working relationships with our strategic current and prosperous partners.
- Contributes to and implements strategy, demonstrating creativity, foresight and mature judgment.
- Manages and supervises consultants with business oriented and technical advice

### **Qualifications/minimum requirements:**

- Masters, MBA or Ph.D. in Business, Innovation, Environmental Science, Agronomy, or other related field.
- Technical background in bioscience field is required.
- Familiarity and experience with national foundations; capable of managing public government funds, like Fondef-CONICYT, CORFO, FIC, FIA, among others.
- Strong capabilities for connecting with private and public sectors.
- Strong skills in business model generation.
- Knowledge and experience in budget development.
- Management Abilities / Skills Results Orientation, Planning, Organization, problem analysis, pressure tolerance.
- Represent UC Davis -Chile with the absolute highest standards of professionalism; strong fiduciary mindset, uncompromising ethics and integrity; ability to act professionally and handle sensitive, confidential, or privileged information.
- Ability to teamwork and have a commitment to efficiently and thoroughly complete a job.
- Monitor, measure and trend established quality standards of performance.
- Excellent interpersonal communication skills and the ability to bring diverse stakeholders together over a common goal.
- Proficient in both oral and written communication skills in English and Spanish.
- Ability to travel nationally and internationally as needed.

**Availability:** This is a fulltime position, starting September 1<sup>st</sup>.

**Salary:** Commensurate with qualifications and experience.

**Close Date:** In order to ensure full consideration, applications must be received by August 26<sup>th</sup> 2015.

To apply, please send your resume, cover letter and 2 letters of recommendation to [ptorres@ucdavischile.org](mailto:ptorres@ucdavischile.org)