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# Employment - Job Description

October 31, 2008

## Development Specialist III

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a full time temporary Development Specialist III (DS III). This position is located in Oakland, CA.

The Development Department currently provides pre-award bid and proposal development services to over 75 investigators for grant and contract applications to federal, state and other agencies. Position will be a senior and key part of an efficient 4-6 person departmental team. This position interacts with the Vice President of Development & Communications, Principal Investigators and Project Directors, departmental colleagues, and central administrative staff as well as representatives of federal, state, and private funding agencies.

### **Duties & Responsibilities:**

- Works closely with the Vice President of Development & Communications, Principal Investigators and Project Directors, departmental colleagues, and central administrative staff as well as representatives of federal, state, and private funding agencies.
- Provides critical assistance with preparation, completion, and review of numerous grant and contract proposals;
- Analyzes proposal requirements contained in RFA/RFP or program announcements to identify compliance requirements of the funder and PHI and to assess PHI's risk. Escalates issues to senior manager(s) as necessary to resolve potentials conflicts.
- Reviews proposal requirement checklist with PI/PD makes recommendation for level of services, allocation of responsibilities, the timeline for activities, and the method of submission.
- Identifies and prepares documents specific to the proposal depending on the funder's requirements and the method of submission (paper or electronic).
- Works collaboratively with the PI/PD to gain understanding of project in order to prepare budgets and justifications that support the project.
- Constructs budget justifications that provide the rationale for the expenses and are easily understood by the funder.
- Writes an organizational capability section, specific to the application, describing the Public Health Institute and its relevant projects; includes synthesis of information from Grant & Contract files as well as accounting and proposal files.
- Interacts with subcontractors, vendors, and consultants to identify and obtain required documents complete with signatures.
- Reviews, edits and integrates text for proposals.
- Reviews the announcement and proposal to be sure that all compliance requirements are

complete.

- Compiles and prepares proposal for review.
- Perform comprehensive review of all required elements of proposal and notifies managers of any possible errors and/or omissions.
- Notifies PI/PD of delivery and ensures that PI/PD receive a copy of the final document.
- Provides guidance and/or supervision to lower level staff.

**Qualifications:**

- A Bachelors degree in Public Health, English or other related field.
- 5-7 years prior experience in a large nonprofit or university sponsored projects (pre-award) office, with 3 years of increasing responsibility in proposal development.
- Must have substantial knowledgeable about current federal, state, and private grant application rules, regulations, and application packages regulations as they apply to nonprofit organizations.
- Must have solid pre-award experience in a university or large nonprofit setting with demonstrated understanding of federal and state contract and grant.
- Requires high level of technical proficiency in pre-award and proposal development in order to independently accomplish assigned duties.
- Ability to work in team environment.
- Requires excellent communications, math, and English skills.
- Specific abilities include budgeting, writing, editing, and proofreading, interpersonal and team building skills.
- Ability to work in a fast-paced environment.
- Strong computer skills in the following programs: Microsoft Word, Excel, and Access.
- Some local travel might be required.
- Must have a valid driver's license and satisfactory driving record.
- Some extended hours may be required.
- Supervisory experience preferred.

**Compensation:**

Salary is commensurate with experience.

**How to apply:**

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at [www.phi.jobs](http://www.phi.jobs).

If you do not have internet access, PHI's mailing address for this position is listed below. Please send cover letter and resume ASAP to:

Public Health Institute  
555 - 12th Street, 10th Floor  
Department 176, Oakland, CA 94607-4046  
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NO PHONE CALLS PLEASE

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