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# Employment - Job Description

October 31, 2008

## Development Specialist II

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 II (DS II). This position is located in Oakland, CA.

Reporting directly to the Manager-Bid & Proposal, the Development Specialist II assists with the preparation, review, and submittal of grant and contract applications, the development of new projects, and responds to funder requests. These activities result in the success of the company. The incumbent also supports the department in responding to external requests and may represent the Institute to the outside community.

### **Duties & Responsibilities:**

- Reads RFA and RFP documents to identify relevant information
- Constructs an appropriate budget for proposed project
- Builds appropriate budget justification that fits the funder's framework
- Creates forms to fit funder specifications
- Effectively uses PHI boilerplate language and templates to elicit information from project personnel and to satisfy funder requirements
- Makes sure all paperwork is current and on file for Employees, Consultants, and Subcontractors in each proposal
- Makes sure proposals are properly reviewed, signed, packaged, and delivered to the correct delivery address
- Works on DVBE requirements
- Assists the projects in selecting DVBE vendors and preparing letters notifying the vendors of acceptance or rejection
- Enters submitted proposals into PHICAP database and Lawson accounting system. Files the proposal documents in logical order
- Answers phone calls and emails from funders
- Responds to requests for information about proposed and/or prior applications for funding
- Reviews and periodically updates forms and templates for Federal, State, and various foundations to match funder specifications
- Assists in maintaining lists of Disabled Veteran Business Enterprises (DVBE) and contact vendors
- Assists in managing paperwork, maintaining computerized data and template files, creating

and updating forms as needed

- Keeps abreast of changes, guidelines, and information in software applications
- Attends required trainings and approved continuing education courses
- Maintains cordial relationships with PT/PD community
- Finds and sends requested copies of budgets, forms, etc. to projects on request
- Maintains position description binder

**Qualifications:**

- A Bachelors degree is preferred
- At least 2 years of increasingly responsible relevant work experience
- Good oral and written communication skills
- Good mathematical and accounting skills
- Strong filing and organizational skills
- Strong computer skills (Word, Excel, Access and a working knowledge of Adobe Acrobat)
- Strong research and analytical skills
- Diplomatic and congenial
- Responsive to the needs of finders and project personnel
- Ability to handle multitasks
- Can work under pressure
- Team player and can relate well with others
- Can work independently

**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 177, Oakland, CA 94607-4046  
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NO PHONE CALLS PLEASE

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