



PART-TIME JOB OPPORTUNITY: GRANTS AND FUNDING ANALYST

The UCLA Center for the Study of Women (CSW) is accepting applications for a part-time Grants and Funding Analyst (official title: Administrative Analyst) for the 2019-2020 academic year.

The position is a part-time, contract position based on incumbent's qualifications and availability. Incumbent can be given a flexible work schedule, including working remotely, and can work this position with other employment. Position will start immediately and is projected to last until 6/30/2020. Percentage of appointment and end date are flexible and dependent on Center's needs and incumbent's availability and qualifications.

Target salary range for this position is between \$23.04/hour and \$30.00/hour.

SUMMARY OF POSITION



This position will research, identify, and apply for third-party public and private grant and funding opportunities (university, private, endowed, state, federal, non-profit, etc.) for CSW research initiatives. Primary responsibilities include preparation of proposals and grant applications, and performance of professional and administrative work in researching, identifying, development of, and responding to public and private grant opportunities in the following areas (but not limited to) gender studies, public policy/affairs, public health, sociology, anthropology, carceral studies, history, ethnic/indigenous/African American Studies, art and activism, education, and the humanities and social sciences broadly. The incumbent will be expected to familiarize

themselves with CSW's existing and planned research goals and financial needs, help identify grants, connect with funding agencies' program officers/representatives for call for proposals and solicitations, and collaborate closely with faculty/private investigators to translate university and academic research findings to compose and submit proposals. They will apply knowledge of fundraising methods and plans to reach income goals, including writing coherent, organized, and compelling funding proposals.

Previous experience will demonstrate a proven track record in securing new funding opportunities, and the ability to distinguish and identify funding opportunities for special programs.

APPLICATION MATERIALS

- **Cover Letter**
- **Resume**
- **References**
- **Writing Sample:** Please submit a grant-writing sample that reflects your work. Sample can be a successful proposal or one that is still not funded (redact information as necessary). If co-authored, please describe your specific contributions.

**APPLICATION DEADLINE:
July 15, 2019**

For more information and to apply, visit the UCLA Careers website:
hr.mycareer.ucla.edu/applicants/Central?quickFind=76571

Questions? Contact Kristina Magpayo Nyden, Management Services Officer, at
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