The Sean N. Parker Center for Allergy and Asthma Research at Stanford University School of Medicine is seeking a Grant Writer. This position is a temporary part time opportunity for three months and 10-20 hrs per week.

This position will assist in the preparing institutional and multi-investigator grant applications on behalf of the department including NIH program project grants, multi-PI, and research center grants. Applicants should have documented success in scientific writing (writing first drafts, editing, proofreading, responding to reviewer critiques, etc.), establishing timelines and deliverables, and collaborative projects.

**Duties include:**
- Write complex content for grant proposals (text, figures, and tables).
- Prepare budgets and other administrative and technical sections as needed, maintain biosketches, prepare letters of support and PI waiver letters, manage milestones and deadlines, and assist with progress reports.
- Revise proposals to address reviewer critiques.

* - Other duties may also be assigned

**DESIRED QUALIFICATIONS:**
- PhD in a biomedical science or related field.
- Experience with developing, editing, and reviewing of grant applications, including familiarity with study sections or grant review committees.