The Norman Borlaug Institute for International Agriculture (http://borlaug.tamu.edu) is one of the leading university-based international agricultural development programs in the country. Named in honor of the 1970 Nobel Peace Prize winner, “Father of the Green Revolution,” and long-time faculty member at Texas A&M University, the Borlaug Institute strives to further Dr. Norman Borlaug’s legacy of improving global food security through agricultural research and extension. Indeed, our mission is “To employ agricultural science to feed the hungry, and support equity, economic growth, quality of life, and mutual respect among all peoples.”

Similar to many international development firms and non-profit organizations, the Borlaug Institute implements donor-funded agriculture and food security programs in developing countries. Primary donors are USAID, USDA, and the U.S. Department of State, among other U.S. government entities. Additional funding is provided by foreign governments, multilateral institutions, and private foundations. In the last 10 years, total portfolio funding has exceeded $100M with programs implemented throughout Africa, Asia, the Middle East, and Latin America and the Caribbean.

The International Proposal Development Manager is a critical member of the Borlaug Institute’s Program Development Group which includes an International Cost Proposal Coordinator, an International Recruiting and Staffing Coordinator, and other support staff, all led by the Associate Director for Program Development.

**Major / Essential Duties of Job:**

- Identify technical experts for proposal inputs and coordinate writing assignments,
- Collate and integrate technical input from proposal team members,
- Ensure each proposal is responsive to all aspects of the respective solicitation,
- Create graphic illustrations as necessary (in collaboration with the Institute's Communication Coordinator),
- Ensure the proposal holds together and is written in a consistent tone,
- Develop a general proposal style guide,
- Work closely with the Institute's International Budget and Cost Proposal Coordinator to ensure the work plan, staffing, and operations described in the respective technical proposal are budgeted appropriately in the cost proposal,
- Serve as overall proposal integrator to keep multiple proposal development teams on task and establish and meet internal timelines and external deadlines,
- Prepare summaries of each solicitation for rapid understanding by proposal development team members,
- Help identify and develop overarching proposal "win themes",
- Prepare an annotated outline for each proposal,
- Help review and edit drafts throughout the proposal process, and
- Other duties as assigned.
Required Education:

- Bachelor's degree in agriculture, business, communications, or other relevant field or equivalent combination of education and experience (8 years’ experience with high school graduation or 4 years’ experience with associate's degree).

Preferred Education:

- Bachelor's degree or higher in agriculture, business, communications or other relevant field.

Required Experience:

- Five years of experience in administration, program management or a related field.

Preferred Experience:

- Five years of experience in administration, program management or a related field including demonstrated experience in successful proposal development.

Required Special Knowledge, Abilities, and Skills:

- Excellent demonstrated writing ability,
- Able to understand, synthesize, and re-present complex ideas in a concise, coherent, and compelling manner,
- Ability to interact with technical experts across multiple disciplines,
- Exceptional attention to detail,
- Expertise using MS Word, MS PowerPoint, MS Publisher and other relevant software, and
- Ability to multi-task and work cooperatively with others.

Preferred Special Knowledge, Abilities, and Skills:

- Familiarity with proposal formats and requirements required by U.S. federal agencies (e.g., U.S. Agency for International Development, U.S. Department of Agriculture, U.S. Department of State, etc.), multilateral development banks (e.g., World Bank, African Development Bank, Asian Development Bank, Inter-American Development Bank, etc.) and international organizations (e.g., UN Food and Agriculture Programme),
- Familiarity with integrating and mainstreaming gender into proposals as well as monitoring and evaluation methodologies, and
- Knowledge of current issues regarding global food security, climate change, and/or nutrition.

Place of Performance: College Station, TX (http://en.wikipedia.org/wiki/College_Station,_Texas and www.visitaggieland.com/).

Salary: Commensurate with experience

Interested persons may submit a cover letter and résumé to Ms. Elizabeth Galvan at Elizabeth.Galvan@ag.tamu.edu. Eventually applicants must complete an application via the university’s GreatJobs website at https://greatjobs.tamu.edu/ and follow the “New Applicant Instructions.” The notice of vacancy (NOV) number for the position is 07394 with the job title “Program Manager.” Any questions can be directed to Mr. Keith Cole at bkcole@ag.tamu.edu. A potentially successful applicant will be able to provide an example of one or more successfully awarded proposals for which they led the effort. No phone calls will be accepted at this time.