



Technical Writer
VA Health Services Research and Development
Center for Innovations in Quality, Effectiveness and Safety
and
Baylor College of Medicine

Salary Range: \$70,733 - \$90,211

The Michael E. DeBakey VA Medical Center, Houston, TX and Baylor College of Medicine are seeking qualified applicants for the position of **Technical Writer** for the VA Center for Innovations in Quality, Effectiveness and Safety (IQuEST). This position is responsible for the development, writing, and editing of assigned proposals and reports. Provides and coordinates assistance in identifying and developing funding sources to support existing and planned program activities.

This position will be based in **Houston, TX**.

Duties and Responsibilities:

- Writes, edits, and reviews narratives, applications, and supporting documents as well as primary drafted manuscripts.
- Researches and identifies government, private, corporate and/or foundation funding prospects.
- Generates proposals and supporting documents following agency guidelines in response to requests for proposals or as part of solicitation strategy.
- Ensures the timely submission of manuscripts.
- Maintains and implements funding calendar activities, including cultivation activities. Writes reports for government, foundations and/or other funders.
- Acts as a liaison with program staff in different College departments.
- Identifies funding opportunities and new program areas to match institutional priorities, using research tools.
- Ensures that all manuscripts are compliant with university policy and collaborates with the Office of Sponsored Programs when appropriate.
- May engage with program officers at different organizations to solicit invitations to submit proposals.
- Assists in the planning and development of special projects associated with grant submissions.
- Performs other job-related duties as assigned.

Required Qualifications:

- Bachelor's degree in English, Communication or related field. Experience Required:
- Two years of relevant work experience with a proven track record in grant writing and program development.
- Certification/Licenses/Registration: None Required.
- Applicant **must be a U.S. citizen**. Permanent residents are not eligible

Baylor College of Medicine and the Michael E. DeBakey VA Medical Center are Affirmative Action/Equal Opportunity/Equal Access Employers.

Please send Resume and letter of interest to:

Edward Pomer @ edward.pomer@va.gov

Personnel Manager, HSR&D, Center of Innovation (COIN) in Quality, Effectiveness and Safety

Michael E. DeBakey VA Medical Center, HSR&D (152)

2450 Holcombe Blvd., Suite 01Y

Houston TX 77021