

Technical Writer/Grant Writer

Phone :
Web :



Job Summary

Vacancy :

Deadline : Aug 18, 2024

Published : Jul 18, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

We are seeking a highly skilled Technical Writer/Grant Writer to join our dynamic team. The ideal candidate will have a strong background in technical writing, excellent communication skills, and a proven track record of successful grant writing. This role involves creating clear, concise, and compelling documentation for a range of audiences, including researchers, stakeholders, and grant-making organizations. The Technical Writer/Grant Writer will play a crucial role in supporting our mission by effectively communicating our technology and advancements and helping to secure funding for our projects.

Key Responsibilities:

• Technical Documentation:

- Develop, write, and maintain technical documentation, including user manuals, technical specifications, white papers, and research papers.
- Collaborate with R&D, engineering and business development to gather information and ensure the accuracy of technical content.
- Translate complex technical concepts into easy-to-understand content for a variety of audiences.
- Ensure all documentation is consistent, comprehensive, and adheres to company standards.

• Grant Writing:

- Research and identify grant opportunities from government agencies, foundations, and other funding sources.
- Write, edit, and submit grant proposals, ensuring they are compelling, accurate, and aligned with the funder's requirements.
- Work closely with the finance and project management teams to develop budgets and project plans for grant applications.
- Maintain a calendar of grant deadlines and ensure timely submission of all applications.

• Content Development:

- Create content for marketing materials, presentations, and company website to promote Carbon Upcycling Technologies' innovations and achievements.
- Assist in the development of case studies, success stories, and other promotional content.

• Collaboration and Communication:

- Coordinate with various teams to gather relevant information and ensure alignment with overall company goals.
- Present complex technical information clearly and effectively to both technical and non-technical audiences.
- Provide training and support to staff on technical writing best practices.

Qualifications:

- Bachelor's degree in English, Technical Writing, Engineering, Environmental Science, or a related field.
- Minimum of 3 years of experience in technical writing and grant writing, preferably in the technology or environmental sectors.
- Proven track record of successful grant applications and funding acquisition.
- Excellent written and verbal communication skills.
- Strong research and analytical skills.
- Ability to understand and communicate complex technical information.
- Proficiency in using documentation tools and software (e.g., MS Office, Adobe Acrobat, LaTeX).
- Attention to detail and ability to meet tight deadlines.

Preferred Qualifications:

- Familiarity with carbon capture and utilization technologies.
- Experience working in a startup or fast-paced environment.
- Knowledge of environmental policies and sustainability practices.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
