

Amy Davison Lamborg

Core Competencies

My strengths relevant to proposal writing include RFP analysis, project planning, a clear and persuasive writing style, editing (both big-picture substantive edits and detail-oriented copy edits), highly effective interpersonal skills with subject matter experts, data analysis, budgeting, and collaboration in cross-disciplinary teams.

Work History

Coordinator of Research Development; Discovery Center for Evaluation, Research, and Professional Learning in the Division of Education, Health and Society; Miami University; 2017 - present

- Authored, edited, or assisted with more than 75 proposals; total amount requested to date = \$15,912,154; total award to date = \$5,551,177. I also identify funding sources, help plan projects, create proposal budgets, and complete subject matter research.
- Provide workshops to faculty, staff, and students on funding identification and proposal writing.
- Help to structure the forthcoming Institute for Community Justice and Wellbeing.

Senior Foundation Officer for Grant Development; Bethesda Foundation, Cincinnati, OH; 2015-2017

- Authored or edited 82 proposals over 2 years; total amount awarded = \$541,589 for Bethesda Hospital programs, primarily Hospice of Cincinnati, and Fernside: A Center for Grieving Children. Also identified funding sources (primarily Cincinnati-area foundations); wrote reports to funders.
- Administered Bethesda Foundation grantmaking to Bethesda Hospital staff. The Foundation awarded more than \$1M annually in three programs: medical research, clinical improvement, and community outreach. Work involved managing grantmaking software; partnering with Hatton Research Institute to promote research, assisting applicants, and preparing data for a grant review committee.

Regional Director Grant Development; Miami Regional Campuses, Hamilton/Middletown, OH; 2011-2015 Grant Development Coordinator, Miami University Hamilton Campus 2004-2011

- Authored or edited 234 proposals over 10 years; total amount awarded = \$11,474,477. Identified and researched funding sources; helped plan projects, created budgets, and did subject matter research.
- Worked with Miami administration, faculty and staff to determine their interests and needs; provided workshops to faculty, staff, and students on funding identification and proposal writing.
- Collaborated and communicated with other campuses to create strong teams and avoid competition.
- Tracked and reported grant data, and met tight deadlines.

Science Writer; National Institute of Occupational Safety and Health, Cincinnati, OH; 2001-2004

- Edited health and safety web pages, journal articles, and NIOSH publications
- Conducted research for a Spanish TV telenovela on silicosis

Instructor, English 315 – Business Writing, Miami University Oxford Campus; 1999-2000

- Prepared and delivered lectures and workshops covering audience analysis, rhetorical and research techniques, document superstructures and organization, writing and editing.

Senior Geologist; Terran Corporation, Beavercreek, OH; 1993-1998

Project Geologist; Dames & Moore, Sydney, Australia; 1990-1993

Assistant Geologist; Dames & Moore, Rolling Meadows, IL; 1986-1990

- Each of these environmental consulting positions involved designing, proposing, and conducting contamination investigations at sites across the continental US, Alaska and in eastern Australia.
- Writing tasks included proposals for environmental projects; reports of environmental investigations; standard operating procedures for groundwater sampling; investigation sampling plans; risk assessments; and health and safety plans.

Other Positions and Projects

- Co-editor of the *Journal of the Grant Professionals Association (GPA)*; 2008 – 2013. Instituted peer review system; created Peer Reviewer Manager and Acquisitions Editor positions and developed systems; edited manuscripts for content, organization, graphics design and conformity to style. Redesigned layout of the *Journal*; worked with copy editor; designed *Journal* web page.
- Grant Reader/Rater for the Ohio Department of Education's *21st Century Community Learning Center* grant program for FY12 – FY20 competitions; and for the *School Quality Improvement* grant program for the FY19 competition.
- Member, Journal Advisory Council of the Association for Healthcare Philanthropy; 2015-2017.
- Designed, wrote and created a guide booklet for Cincinnati Museum Center dinosaur dig field program in 2000. Wrote text and user-tested the content with dig participants in Montana; completed design and layout of booklet using maps, diagrams, and original photos. Booklet currently in use at the museum.

Education

- Masters, Technical and Scientific Communication, Miami University, Oxford, OH
- MS, Geology, University of Cincinnati, Cincinnati, OH
- BA, Geology, Earlham College, Richmond, IN

Publications

- Schulte PA; Lentz TJ; Anderson VP; Lamborg AD. (2004). Knowledge management in occupational hygiene: the US example. *Annal Occ Hyg* 48(7):583-594
- Marsh, H; Lamborg, A; Howell MJ. (1998). Void fillings and fractures exposed by tunneling within the Columbus Limestone, Franklin County, OH. Abs, GSA Section Meeting, Columbus, OH; March.
- Pryor WA; Lamborg AD; Roberts MS; Sharp TC; Wilsey WLM. (1991). Geologic Controls on porosity in Mississippian Limestone reservoirs in the Illinois Basin. AAPG Memoir 51, *Interior Cratonic Basins* pp 329-359

Presentations and Workshops

- *Late-Stage Review Consulting: It's a Win-Win-Win Situation!* National Council of University Research Administrators, San Juan, Puerto Rico. March, 2020. With A. Cooper and M. Cantwell.
- *Publishing in the GPA Journal: A Growth Experience.* GPA Annual Conference, Las Vegas, NV; October 2011. With B. Roberts and S. Skinner.
- *Rhetoric: It's not Just for Politicians Anymore!* GPA Annual Conference, St. Pete Beach, FL; November 2010
- *Introduction to Grants.* Mad Anthony Writer's Workshop, Hamilton, OH; April, 2009. With B. Roberts.

Professional Organizations

- Member, the National Organization of Research Development Professionals (NORDP)