



## **XL Batteries – Grant Writer, Communications Specialist, & Laboratory Coordinator**

APPLICATIONS SUBMITTED THROUGH INDEED/LINKEDIN WILL NOT BE CONSIDERED

To Apply by Email:

Visit <https://xl-batteries.com/contact/> and send us an email with the subject line “[YOUR NAME] - Application for XL Batteries XL202201: Grant Writer, Communications Specialist, & Laboratory Coordinator” replacing the bracketed text with your name. Please include a CV, cover letter and scientific writing sample, each attached as a separate PDF. Thank you.

### **About Us**

XL Batteries is a Massachusetts-based scientific research company developing next generation battery technology for grid-level energy storage. We are a growing, highly collaborative team currently conducting chemical synthesis and battery engineering research and development in our laboratory in Marlborough, MA. Our mission is to enable large scale energy storage for use with existing infrastructure. Our ultimate goal is to unlock the potential of intermittent renewable generation such as solar and wind.

XL Batteries is an equal opportunity employer. We offer competitive salary and benefits, including healthcare, dental, vision, and a retirement plan.

### **About Our Location**

Marlborough, MA is a beautiful small city in central Massachusetts, surrounded by quaint Massachusetts towns and within day-trip distance of the Berkshires. For those who prefer a more urban lifestyle, we are located directly off I-495 within easy commuting distance of Boston and Cambridge (30-40 minutes), Worcester (25 minutes), Nashua, NH (45 minutes) and Providence, RI (50 minutes).

### **About You**

We are seeking a talented, organized individual with a proven track record and experience in scientific writing and communication. We are looking for a teammate who is collaborative and creative.

Each team member has an opportunity to truly impact XL Batteries, and with that mentality we need team members that are excited to work in a fast paced startup environment that is ever changing, where no job is too big or too small, and where we strive to constantly question everything.

## **Role Description**

XL Batteries is a research and development company seeking a creative, forward-thinking individual to take on a non-research role to lead grant writing, communications, and laboratory coordination.

Team members in this role will primarily work under the supervision of senior team leaders to write and coordinate grants, as well as work under the supervision of senior leadership to craft communications according to XL's marketing strategy.

Additionally, a portion of this team members responsibility will be to work under the supervision of senior team leaders to oversee company aspects such as purchasing, scheduling, payroll, new employee onboarding, and anything that contributes to efficient laboratory and executive operation.

We are interested in candidates who have a scientific background and are excited to collaborate with researchers to craft high-level and technical scientific communication.

## **Responsibilities**

- Lead the identification, writing, and coordination of new grant proposals under the guidance of the Senior Leadership
- Maintaining relationships with current and future grant awarding entities.
- Contribute to the generation of XL Batteries promotional materials
- Upkeep of the XL Batteries website
- Think critically about how to improve productivity.
- Coordinate purchasing and maintain stock levels of laboratory chemicals and consumables.
- Keep up to date accounting of purchases and expenditures.
- Keep accurate records.
- Schedule meetings and interface with clients, when necessary, for the CEO.
- Coordinate payroll, reimbursements, etc.
- Interface with all employees and assist with non-scientific business concerns

## **Requirements**

- Master's degree in a scientific field.
- 2 years of relevant experience working in or supporting a laboratory.
- Grant writing experience a plus.

- Strong written and oral communication skills required.
- Experience in a similar role a plus.
- Knowledge of Quickbooks a plus.
- Ability to learn quickly and precise attention to detail.
- Highly motivated and self-driven individual with the ability to work independently, problem-solve and multi-task.
- Must have legal authorization to work in the United States.
- This is a full-time in-person position.