



Job posting preview

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Requisition ID	17525BR
ASU Job Title	Grant Proposal Writer
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Campus/Location	Campus: Tempe
Job Family	Grants & Proposals
Department Name	MLF Teachers College T
Full-Time/Part-Time	Full-Time
VP Code	PROVOST/WEST CAMPUS
Scope of Search	Open
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Category	02
Salary Range	\$42,480 - \$65,000 per year; DOE
Close Date	14-October-2015
Job Description	<p>Under general direction, researches funding sources to design and prepare grants, proposals and associated budgets in accordance with grant/sponsor standards and requirements and coordinates work of faculty and staff to develop proposal ideas, resources, timelines, assignments, and produce proposal documents. Works closely and in conjunction with other research advancement personnel to identify and prioritize grant proposal opportunities in support of strategic initiatives, objectives, and goals.</p>

Essential Duties

- Researches new funding sources from a variety of organizations (e.g., government, corporate, foundation, non-profit); disseminates information on funding opportunities to staff, researchers, and faculty.
- Identifies, reviews, and interprets requests for proposals and funding guidelines from sponsoring agencies to determine appropriateness and optimal response format.
- Interprets sponsoring agency guidelines to ensure compliance with guidelines and requirements; monitors progress and task completion.
- Develops outlines, timelines, and college boilerplate for grant proposals according to funding guidelines.
- Facilitates development of proposals; coordinates teams responsible for writing and developing grant proposals to ensure assignments, timelines, and standards are met.
- Coordinates, writes, edits, or rewrites proposal sections; creates and produces graphics and charts that support the grant narrative; customizes layouts to reflect both guidelines and mission of funding agency to which the proposal will be submitted.
- Gathers information on proposal development activity; tracks and analyzes grants application characteristics and success rates; prepares a variety of periodic status reports.

- Consults with faculty to provide technical advice in the area of proposal presentation and dissemination of information that can be used in the grant proposal process.
- Facilitates workshops for and provides technical assistance in the area of grant writing and research advancement to ensure understanding of competitive grant requirements, application processes, and compliance with sponsor requirements.

**Minimum
Qualifications**

Bachelor's degree in Business, Journalism, Communications or closely related field appropriate to area of assignment AND five (5) years of experience in technical or grant writing, editing or publishing; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired
Qualifications**

- Demonstrated knowledge of contemporary writing styles used in preparation of grant/proposals
- Demonstrated knowledge of project management practices and methods
- Experience with research and evaluation projects and methods
- Demonstrated knowledge of database management applications
- Experience in successful management of multiple concurrent projects to meet deadlines
- Evidence of effective verbal and written communication skills
- Evidence of a Master's degree in education or a closely related field (e.g., English, communication, psychology) appropriate to area of assignment AND three (3) years of experience in technical or grant writing, editing, or publishing; **OR**
- Evidence of a Doctoral degree in education or a closely related field (e.g., English, communication, psychology) appropriate to area of assignment AND one (1) year of experience in technical or grant writing, editing, or publishing; **OR**
- Evidence of any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved
- Demonstrated knowledge of contemporary writing styles used in preparation of grant/proposals (e.g., APA)
- Experience in using software such as Microsoft Office, Adobe Acrobat pro, Google Docs, Qualtrics
- Experience in prioritizing and organizing
- Experience in critical thinking and problem solving
- Experience in developing and nurturing cooperative relationships with varying stakeholders
- Experience in designing resource tools, materials, and presentations for writing proposals
- Experience in creating charts and tables
- Experience in graphic design and document preparation for proposal writing
- Experience in reading and interpreting a variety of complex documents
- Demonstrated knowledge of leadership practice and principles
- Experience in working independently and as part of a team exercising a high degree of initiative
- Experience in reading, comprehending interpreting, and adhering to government regulations and proposal guidelines
- Experience in performing a variety of descriptive statistical calculations
- Experience in effectively and cooperatively working with an ethnically and culturally diverse population

**Working
Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse
- Required to stand for varying lengths of time and travel moderate distances to perform work
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds

Department Statement

As one of America's largest producers of teachers and as a leader in cultivating transformative school leaders in the nation's PreK - 12 schools, ASU's Mary Lou Fulton Teachers College (MLFTC) prepares 1,500+ teachers annually through its multiple preparation programs which include undergraduate and graduate degree programs offered through traditional and non-traditional pathways.

Mary Lou Fulton Teachers College continues to rise in the rankings of the nation's top education graduate programs, climbing to No. 17 and tying with University of California-Berkeley and the University of Kansas according to the 2015 U. S. News & World Reports Best Graduate Schools rankings, released march 10, 2015.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition.

Only electronic applications are accepted.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

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