



## Job details

Job 1 of 1

<b>Requisition ID</b>	24700BR
<b>ASU Job Title</b>	Grant Proposal Writer
<b>Job Title</b>	Grant Writing Resource Specialist
<b>Campus/Location</b>	Campus: Tempe
<b>Job Family</b>	Grants & Proposals
<b>Department Name</b>	MLF Teachers College T
<b>Full-Time/Part-Time</b>	Full-Time
<b>VP Code</b>	PROVOST/WEST CAMPUS
<b>Scope of Search</b>	Open
<b>Grant Funded Position</b>	This is not a grant funded position and is not contingent on future grant funding.
<b>Category</b>	02
<b>Salary Range</b>	Depends on experience
<b>Close Date</b>	10-August-2016
<b>Job Description</b>	<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. Designs, creates and maintains research and grant writing tools for the College. Assists in the writing, editing, graphic selection and layout of the grant proposal. Works closely and in conjunction with other research advancement personnel to identify and prioritize grant and proposal opportunities in support of strategic initiatives, objectives, and goals.</p>

### Essential Duties

- Researches new funding sources from a variety of agencies or other private foundations and organizations; disseminates information on funding opportunities to staff, researchers and faculty partners.
- Establishes and maintains close liaisons with community organizations, state and federal government agencies, professional organizations involved with development of projects and proposals.
- Consolidates, writes, edits, or rewrites proposal input; assists in development of proposals with emphasis on sponsor/grant identification and budget preparation; interprets sponsoring agency guidelines to ensure compliance with guidelines and requirements.
- Prepares regular and complex special reports, financial statements, forms or studies for sponsor and researcher.

- Transforms development and fundraising opportunities into grants and proposals with the deans and researchers, using their cultivation and solicitation strategies on lead prospects.
- Works closely with college leadership to identify and prioritize resource development opportunities.
- Develops outlines, timelines, staffing, budgets and college/institute boilerplate templates for grant proposals according to funding guidelines.
- Coordinates teams responsible for writing and developing grant proposals to ensure timelines and standards are met.
- 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 revision process.
- Facilitates workshops for and provides technical assistance to staff, faculty, administrators and teams in the area of grant writing and development to ensure understanding of competitive grant requirements, application process and compliance with award requirements.
- Tracks grant applications, awards and follows up with funding agency as appropriate; prepares a variety of periodic status reports.
- Researches, reviews and interprets requests for proposals and funding guidelines from government agencies and foundations to determine if appropriate and optimal response format.
- Monitors grant compliance including funding levels, expenditures and operational activities.
- Customizes layouts to reflect both guidelines and mission of funding agency to which the grant proposal will be submitted.
- Creates and produces graphics and charts that support the grant narrative.
- Administers major contracts and negotiates contractual provisions as needed.

**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 editing rules and guidelines
- Demonstrated knowledge of contemporary writing styles used in preparation of grant/proposals (e.g., APA)
- Demonstrated knowledge of project management practices and methods
- Demonstrated knowledge of research and evaluation methods
- Experience in using Microsoft Office, Adobe Acrobat Pro, Google Docs., and Qualtrics
- Experience in using database management applications
- Experience in prioritizing and organizing
- Experience in critical thinking and problem solving
- Experience in using contemporary writing styles in preparation of grant/proposals
- Demonstrated knowledge of project management practices and methods
- Demonstrated knowledge of 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 Doctoral degree in Education or a closely related field (e.g., English, communication, psychology) appropriate to area of assignment
- One year of experience in technical or grant writing, editing, or publishing
- Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved

**Working Environment**

- Researches new funding sources from a variety of organizations (e.g., government, corporate, foundation, non-profit); disseminates information on funding opportunities to staff, researches, 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
- Creates and maintains template and online resources that support the proposal and the submission process
- Facilitates development of proposals; coordinates teams responsible for writing and developing grant proposals to ensure assignments, timelines, and standards are met
- Consolidates, 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
- 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
- Gathers information on proposal development activity; tracks and analyzes grant application characteristics and success rates; prepares a variety of periodic status reports

**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 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](http://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.

**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.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

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

Only electronic applications are accepted for this position.

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