# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>38790</th>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Grant Proposal Writer</td>
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<tr>
<td>Campus Location</td>
<td>Polytechnic</td>
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<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-time</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Close Date</td>
<td>February 02, 2018</td>
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**Job Description**
Under general direction, identifies funding sources, provides grant writing support and facilitates proposal development. Designs, creates and maintains research and grant writing tools for the College. Works with faculty and staff in the design, content and preparation of sponsored project proposals in accordance with sponsor standards and requirements. Participates in writing narrative sections and edits narrative drafts, particularly those that require technical expertise and awareness of education trends and issues. Assists with graphic selection and proposal layout. Works closely and in conjunction with leadership and staff to support strategic initiatives.

**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**
- Evidence of effective verbal and written communication skills
- Experience in working both independently and as part of a team, exercising a high degree of initiative
- Experience in successfully working effectively and cooperatively with an ethnically and culturally diverse population
- Experience in using Microsoft Word, Excel, Access, OneNote, Adobe Acrobat Pro and Google Docs
- Demonstrated knowledge of editing rules and guidelines
- Demonstrated knowledge of basic graphic design and layout
- Experience in interpreting and adhering to sponsor regulations and proposal guidelines
- Demonstrated knowledge of contemporary writing styles used in preparation of grant/proposals (e.g., APA format)
- Experience in successful management of multiple concurrent projects to meet deadlines
- Experience in developing, writing and submitting successful grant applications
- Demonstrated knowledge of contemporary writing styles and editing rules and guidelines
- Demonstrated knowledge of project management practices and methods
- Experience in critical thinking and problem solving
- Experience in designing resource tools, materials and presentations for writing proposals
- Experience in graphic design and document preparation for proposal writing
- Experience in reading and interpreting a variety of complex documents
- Experience in managing, organizing and prioritizing multiple concurrent projects effectively to meet internal and external deadlines
- Experience in reading, comprehending, interpreting and adhering to government regulations and proposal guidelines
- Experience in developing, writing and submitting grant applications
- Evidence of research relationships with external funding sponsors and agencies
- Evidence of a Bachelor's degree in English, Communication, Psychology and 5 years experience in technical or grant writing, editing or publishing

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse
- Require 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
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals
- This position receives regular review of objectives

**Essential Duties**

- Researches new funding sources from a variety of organizations (e.g., government, corporate, foundation, non-profit)
- Maintains grant calendar, log of resulting activities and records to reflect status and progress of proposals
- Adheres to and advance current procedures and systems to maintain and archive internal documentation related to funding source discovery and dissemination
- Reviews requests for proposals and funding guidelines from sponsoring agencies to summarize and disseminate to appropriate faculty, staff or researchers
- Assists faculty in preparing proposal narratives and documents in compliance with University, sponsor and federal guidelines and deadlines
- Reviews and provides feedback on proposal narratives and documents
- Researches appropriate information to resolve questions or refers to team members who have the ability to resolve the question
- Performs layout and technical requirement crosswalks in accordance with sponsor guidelines
- In coordination with office staff, creates, updates and maintains templates, boilerplate information and online resources that support proposal development and submission processes
- Provides consultation services on research strategies, tactics, tools and best practices for the development of grants for submission, as requested
- Assists PI in determining requirements, deadlines and timelines for responses to solicitations and general application submissions in a proactive manner
- Coordinates multiple complex projects with fixed deadlines
- Gathers information on proposal development activity
- Tracks and analyzes grant application characteristics and success rates
- Prepares a variety of periodic status reports
- Coordinates with internal and external staff and shareholders in gathering grant-related data including demographics and research outcomes
- Maintains knowledge of funded projects and ongoing research activity of investigators
- Provides support for funded projects, such as: product (e.g., curriculum materials, reports) review; conference and publication opportunity referrals; suggest college resources for dissemination (e.g., website development, GIS mapping)
- Assists tenure-track faculty with research agenda and dissemination planning

Department Statement

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities
**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.

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<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>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.</td>
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**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.

**Instructions for ASU Online Employment Applications**

- Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.
- For staff positions click on **Internal Applicants** (for existing ASU employees) or **External Applicants** (you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.
- From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.
- From the Search Results page, scroll to positions of interest and click on the red
Requisition ID 38790BR at the left to apply.

- From the Job Details page, review the posted job description and click the ApplyTo Job button to begin the online application process.

Then, answer the questions to complete the ASU Kenexa online employment application (Note - you will be asked to submit your cover letter, resume and three personal references as part of the application process).