# Grant Proposal Writer  
*(Job Number: 68099BR)*

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<th>Campus Location</th>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<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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<td>Salary</td>
<td>$45,576 - $63,300 per year; DOE</td>
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<td>Close Date</td>
<td>June 3, 2021</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.

**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 advances 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 strategies, tactics, tools, and best practices for the development of grants for submission, as requested.
- Assist 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.
- Collects and disseminates information on proposal development activity.
- 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.
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<th>Minimum Qualifications</th>
<th>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.</th>
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| Desired Qualifications                                                                | • Evidence of effective verbal and written communication skills.  
• Evidence of skills in critical thinking and problem solving.  
• 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 and 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 to ED, NSF, and foundations.  
• Skill in designing resource tools, materials, and presentations for writing proposals.  
• Ability to research relationships with external funding sponsors and agencies. |
| Working Environment                                                                    | Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks. |
| Department Statement                                                                   | ASU’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 6,600 educators annually.  
MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.  
MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.  
MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems. |
MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community.

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 80,000 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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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<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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<tr>
<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<td>Instructions to Apply</td>
<td>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. Only electronic applications are accepted for this position. <a href="https://cfo.asu.edu/applicant">https://cfo.asu.edu/applicant</a></td>
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