

## Grant Proposal Writer (Job Number: 74552BR)

<b>Campus Location</b>	Tempe
<b>Full-Time/Part-Time</b>	Full-Time
<b>Grant Funded Position</b>	This is not a grant-funded position and is not contingent on future grant funding.
<b>Salary</b>	\$45,576 - \$63,300 per year; DOE
<b>Close Date</b>	January 31, 2022
<b>Job Description</b>	<p>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 Mary Lou Fulton Teachers College (MLFTC) to design and prepare compelling and persuasive grant proposals in accordance with funding agency standards and requirements. Participates in writing and editing sections of grant narratives and assists with graphic selection and proposal layout. Works closely with leadership and staff to support college-level strategic initiatives.</p>
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Works with the college Dean and other college leaders to develop compelling grant materials, proposal narratives, case statements, conceptual plans, letters of inquiry, acknowledgment letters, and other professional communications.</li> <li>• Manage grant proposal development and timelines with appropriate faculty and staff.</li> <li>• Research and analyze large amounts of internal and external information and data for proposal development, sponsor agency reviewer feedback analyses, and funding landscape reports.</li> <li>• Assists faculty in preparing proposal narratives and documents to comply with sponsor, federal, and ASU guidelines and deadlines.</li> <li>• Edit college and faculty proposal narratives and documents.</li> <li>• Provide consultation services on strategies, tactics, tools, and best practices for developing grants for submission.</li> <li>• Assist PI in determining requirements, deadlines, and timelines for responses to solicitations and general application submissions proactively.</li> <li>• Review grant narrative layouts and develop technical requirement crosswalks in accordance with sponsor guidelines.</li> <li>• Coordinates with internal and external staff and shareholders in gathering grant-related data, including demographics and research outcomes.</li> <li>• In coordination with office staff, creates, updates, and maintains templates, boilerplate information, and online resources that support proposal development and submission processes.</li> <li>• Managing data repository of funded projects and ongoing research activity of researchers and college leadership.</li> <li>• Researches new funding sources from a variety of organizations (e.g., government, corporate, foundation, non-profit).</li> <li>• Maintains grant calendar, log of resulting activities, and records to reflect status and progress of proposals.</li> <li>• Adheres to and advances current procedures and systems to maintain and archive internal funding source discovery and dissemination documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reviews requests for proposals and funding guidelines from sponsoring agencies to summarize and disseminate to appropriate faculty, staff, or researchers.</li> <li>• Researches appropriate information to resolve questions or refers to team members who can resolve the question.</li> <li>• Coordinates multiple complex projects with fixed and competing deadlines.</li> <li>• Gathers information on proposal development activity.</li> <li>• Provides support for funded projects, such as product (e.g., curriculum materials, reports) review; conference and publication opportunity referrals; college resources for dissemination (e.g., updating resources on a website).</li> <li>• Assists tenure-track faculty with research planning.</li> <li>• Other duties as assigned.</li> </ul>
<b>Minimum Qualifications</b>	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.
<b>Desired Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of effective verbal and written communication skills.</li> <li>• Evidence of skills in critical thinking and problem solving.</li> <li>• Experience in working both independently and as part of a team, exercising a high degree of initiative.</li> <li>• Experience in successfully working effectively and cooperatively with an ethnically and culturally diverse population.</li> <li>• Experience in using Microsoft: Word, Excel, Access, OneNote,</li> <li>• Familiarity with Adobe products: AcrobatPro, Photoshop and Indesign.</li> <li>• Experience using collaborative software and platforms: Google Docs, Google Drive, Microsoft Teams, Slack</li> <li>• Demonstrated knowledge of editing rules, stylistic guidelines and fundamental concepts in graphic design and technical writing layouts.</li> <li>• Experience in interpreting and adhering to sponsor regulations and proposal guidelines.</li> <li>• Demonstrated knowledge of contemporary writing styles used in the preparation of grant/proposals; primarily APA style.</li> <li>• Experience in the successful management of multiple concurrent projects to meet deadlines.</li> <li>• Experience with proposal management and overseeing teams to develop funding proposals</li> <li>• Experience in developing, writing, and submitting successful grant applications to the Department of Education, National Science Foundation, and philanthropic organizations.</li> <li>• Skill in designing resource tools, materials, and presentations for writing proposals.</li> <li>• Ability to research relationships with external funding sponsors and agencies.</li> </ul>
<b>Working Environment</b>	<p>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.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We</p>

	<p>are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p><b>Flexible work options</b></p> <ul style="list-style-type: none"> <li>• <b>Alternative work</b> schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.</li> <li>• <b>Hybrid work</b> is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.</li> </ul>
<p><b>Department Statement</b></p>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 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.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p><b>ASU Statement</b></p>	<p>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.</p> <p><b>COVID-19 Vaccination Requirements</b> - Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. Proof of vaccination will be required at time of hire, or by January 4, 2022. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s <a href="#">webpage</a> and see “Workplace accommodations”.</p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p> <p>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.</p>

	<p><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b></p> <p>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 <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p>
<b>Employment Verification</b>	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
<b>Fingerprint Check Statement</b>	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
<b>Instructions to Apply</b>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. <a href="#">#74552BR</a></p>