Proposal Manager
42419BR
Campus: Tempe
Proposal Manager

Job Description

Research Development within the Office of Knowledge Enterprise Development at Arizona State University (ASU) is seeking a Proposal Manager to join a highly functional team. The successful candidate will be responsible for supporting ASU faculty, leadership, and other researchers by reading, analyzing, and parsing (e.g., compliance matrix creation) requests for proposals (RFP), requests for information (RFI), broad agency announcements (BAA), funding opportunity announcements (FOA) or similar documents from federal and philanthropic organizations; creating templates and other documents for compliant proposals and applications; setting and articulating clear expectations of proposal objectives for proposal teams; defining and assigning team member responsibilities; facilitating proposal team communications; and ensuring all deadlines, compliance requirements and quality control are met. The successful candidate will demonstrate exceptional writing and editing expertise through the creation of proposals and supporting documents, concept notes, procedure documentation and progress reports.

Job Family
Research Operations

Department Name
Research Development

Full-Time/Part-Time
Full-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$55,250 - $75,000 per year; DOE

Close Date
29-June-2018
Category
03

Essential Duties

- Actively participates in regular internal and external business development meetings in order to create and adhere to a central proposal calendar, with an associated proposal production system.
- Works closely with faculty and staff to understand the sponsor organizations’ funding priorities and ASU’s assets to develop strategic messaging and consistent technical documents that align with budget requirements for submission to sponsor.
- Works within a university-wide network of faculty, proposal managers, and research administrators to extract requirements for the submission into a checklist (e.g., compliance matrix) using sponsor guidelines (i.e., solicitation and/or proposal guides); assign roles and responsibilities to team members; coordinate due dates using a team calendar; and prioritize documents using knowledge of the sponsor agencies’ implicit and explicit requirements.
- Responsible for all team management within the proposal development period from initial kick-off to final submission, including determining the appropriate proposal milestones and associated due dates to achieve all internal and external requirements; attaching tasks to each milestone and assigning an owner; inclusion of go/no-go, external and internal reviews, and quality control; establishing production process and version controls; coordination and prioritization of inputs, reviewing comments, and developing strategy into comprehensive text revisions; and querying subject matter experts for content.
- Responsible for working long-term with proposal teams, identify and quickly resolve challenges so that teams advance quickly towards their funding goals, and able to pivot quickly to reposition submissions whenever necessary.
- Able to quickly and deftly identify, secure, and gain proficiency in programs and platforms that facilitate proposal production (e.g., Adobe Creative Cloud (includes InDesign, Acrobat DC (formerly called Pro), Illustrator, Photoshop, LightRoom); Microsoft Office Suite, particularly, Word, Excel, and PowerPoint; Endnote, Zotero; Vidyo, Adobe Connect, Zoom, Skype; and email tools within Outlook).
- Provides competent and thorough writing and editing services for proposals, concept notes, procedure documentation and progress reports to ensure accuracy and quality of products (e.g., edits contents of the technical proposal, writes executive summaries, past performance and corporate capability documents, and other documents as needed).
- Work within Research Development to adhere and promote best practices for proposal management, including developing templates, boilerplate, and libraries to support submissions.

Minimum Qualifications

Bachelor's degree in a science-related field, business or related field and 5 years experience in research, information analysis or program evaluation 2 of which is in proposal production; OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.
Desired Qualifications

- Evidence of a master’s degree in social, natural or applied sciences
- Evidence of successful contributions to proposal teams and other large, collaborative proposals to the federal government;
- Knowledge of the federal procurement process, policies, and procedures; and standards for business development
- Evidence of effective verbal and written communication
- Experience in designing resource tools, materials and presentations (e.g., graphic presentation of data)
- Experience in working within and leading a team
- Experience in problem-solving and conflict resolution
- Experience in managing multiple, diverse projects
- Experience in establishing and maintaining effective working relationships
- Evidence of an Association of Proposal Management accreditation

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.

Department Statement

The Office of Knowledge Enterprise Development is committed to Advancing Research, Innovation, Entrepreneurship and Economic Development. We seek research funding, support faculty researchers, nurture partnerships with external partners, promote innovation and entrepreneurship and share what we learn with the community and the world. We make discovery possible. http://research.asu.edu/

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.

**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.