CLARK ATLANTA UNIVERSITY
Job Description

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<tr>
<th>Position Title:</th>
<th>Grant Writer and Research Specialist</th>
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<tr>
<td>Department:</td>
<td>Research, Sponsored Programs &amp; Dual Degree Engineering</td>
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<td>Reports To:</td>
<td>Assistant Vice President of Research, Sponsored Programs &amp; Dual Degree Engineering</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Grant Writer and Research Specialist will be responsible for conducting the full range of activities in research and sponsored programs. The selected candidate will be involved in seeking research funding opportunities and request for proposals from funding organizations. His or her primary responsibilities will involve preparing, writing, submitting sponsored programs proposals and other pre-award duties at Clark Atlanta University (CAU). Sponsored programs include grants, contracts and cooperative agreements with federal, state, tribal agencies and private organizations.

This is a non-supervisory position in which the incumbent is responsible for planning, implementing, and coordinating grant-writing activities. This individual will exercise discretion and independent judgment in researching contract and grant opportunities; writing grant proposals; interfacing with university personnel and external constituencies; and overseeing the financial aspects of each grant.

**Examples of Duties and Responsibilities:**

- Research contract and grant opportunities; conducts studies to determine program needs; and identifies sources of local, state, and federal funds.
- Research and monitor funding sources for relevant Request for Proposals (RFP’s) appropriate to the mission of CAU and strategic planning objectives. Alert appropriate CAU faculty and staff of potential funding sources;
- Seek grants through various sources, to include but not limited to publications, websites, and list serves.
- Develop and complete grant proposals and supporting documents in response to solicitations, including needs statement, project objectives, design, letter of support, evaluation and budget.
- Assist faculty and staffs in the development, reviews, writes, edits and submission of grant proposals;
- Review proposals for compatibility with department and School goals as well as budgetary and indirect cost appropriateness and compliance with Federal, State and Tribal regulations;
- Route and secure signature sign-off of proposals and various grant compliance/monitoring paperwork;
- Assist the AVP with submitting all proposals for the University, both electronically and hard copy;
- Maintain files of pending proposals and approved awards. Report monthly on status change;
- Meet with University departments, faculty and staff to determine their funding goals and needs;
- Assist with pre-award grant activities;
• Support grant management activities and perform other duties as assigned;
• Responds to faculty inquiries and complaints in a timely fashion;
• Coordinate compliance issues;
• Assist in reviewing contracts, subcontracts, including budgets, assurances, and certification clauses;
• Reconciles accounts and compiles various narrative and financial reports;
• Prepares proposals for use by the Office of Research and Sponsored Programs for direct appropriations at the state and federal level;
• Work in conjunction with university personnel directly associated with grant funded projects to ensure appropriate paperwork and applications are processed and deadlines are met;
• Perform similar or related duties as assigned or required;
• Maintain the electronic research administration records management system;
• Assist with coordinating RSP publications, funding announcements, and reports;
• Prepare and provide periodic reports to faculty committees on operations, problems, and challenges of the RSP.

Knowledge, Skills and Abilities:

- Experience conducting research and analysis of potential funding sources;
- Must be self-motivated, and able to work independently and collaboratively;
- Preference will be given to those with documented grant writing or technical writing certificates;
- Preference will be given to those with experience submitting grants electronically;
- Computer, internet, word processing, spreadsheet, multi-media and database skills are required;
- Must have good communication, written, and verbal skills, as well as strong editing skills;
- Must be able to prioritize, perform duties through interruptions, meet strict deadlines, be highly organized and work well in a multi-task environment;
- Willing to work irregular hours to meet application deadlines; competing task and deadlines with a high degree of accuracy;

Minimum Hiring Standards:

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<th>Education</th>
<th>A Bachelor’s degree in English, Communications, Journalism, Technical Writings or other closely related field;</th>
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<td>Years of Experience</td>
<td>5 years of experience in proposal writing, or related field.</td>
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<td>Must have proven history of successfully funded proposals;</td>
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<td>A combination of relevant education and experience may be considered.</td>
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<td>Preferred experience with technical writing and multi-media.</td>
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