



**USC** University of  
Southern California

## Grant Writer Job Description

### JOB INFORMATION

<i>Job Code:</i>	121045
<i>Job Title:</i>	Grant Writer
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Contracts & Grants
<i>Job Family Group:</i>	Research and Grants Administration
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Responsible for participating in the preparation and writing of highly competitive, research grant proposals and applications by assembling information to be used in background sections, preliminary studies, scientific deliverables, Gantt charts, timetables, and evaluation plans. Develops a deep understanding of program content, assists with determining proposal concepts, and identifies and evaluates data sources. Interprets and follows sponsor regulations and requirements, and researches and identifies funding opportunities from a variety of sources for specific projects and programs. Evaluates and redesigns processes to improve proposal-writing results, and compiles and organizes references into one coherent library or list for faculty, while maintaining awareness of trends and changes in the field of specialty.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		<1 year	
	X	1 year	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience writing effective, accurate materials of a complex nature, working with highly complex documents and advising/assisting authors.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to work both independently and as part of a team.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in the process of preparing and writing highly competitive, technical and/or complex research grant proposals/applications. Revises and edits drafts provided by researchers, including executive summaries, research plans, facilities and organizational resources. Evaluates text, graphics, and binding and submits application for final group review.				
Assists in the development of proposals by assembling information to be used in background sections, preliminary studies, scientific deliverables, Gantt charts, timetables, and evaluation plans.				
Develops a deep understanding of program content to ensure integrity and quality of proposal writing. Coordinates and compiles scientific and/or technical information from principal investigators and researchers as necessary for research grants, consortium grants, and training grants. Creates special reports, summaries and analyses.				
Assists with determining proposal concepts by identifying and clarifying opportunities and needs. Studies requests for proposal (RFPs). Attends strategy meetings with faculty and other stakeholders. Provides assistance on proposal preparation, as needed.				
Maintains awareness and knowledge of changes in industry trends. Incorporates changes and advises researchers on best practices. Maintains subscriptions to relevant publications and memberships in professional organizations, as appropriate. Cultivates and maintains a network of professional contacts, as applicable.				
Interprets and follows sponsor regulations, requirements, guidelines and instructions. Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval. Coordinates requirements with contributors. Contributes proposal status information to review meetings.				
Researches, identifies and qualifies funding opportunities from corporate, foundation, and government sources for specific projects and programs. Makes recommendations whether funding organizations are a good match for projects and programs.				
Improves proposal-writing results by evaluating and re-designing processes, approaches, and coordination. Implements changes as needed.				
Compiles and organizes references into one coherent library or list for faculty. Builds reference libraries for faculty and other grant writers as needed.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.