



**University of Texas at El Paso
Job Description**

Job Code: 9820
Job Title: Proposal Development Specialist
Department: Office of Institutional Advancement – University Development – Corporate and Foundation Relations
Reports To: Executive Director
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010 / December 15, 2011 / February 10, 2012

Summary: Provides support for proposal development as assigned. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Writes institutional grant proposals.

Provides analysis and synopsis of funding announcements.

Edits and reviews grant proposals.

Assists department (Faculty/Staff or Principal Investigators) with the writing of individual grant proposals.

Provides in-depth analysis and research on proposal topics.

Searches for examples of successful projects under agency program.

Conducts electronic searches for funding opportunities.

Organizes meetings between faculty internal and external to institution.

Assists with the development and presentation of workshops/trainings.

Assists Executive Director and Assistant Director in the day-to-day operations of Proposal Development.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree and

Minimum Experience required: Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.