

Proposal Writer

Job Code: 8335

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for researching, developing, writing, and managing grant applications, contracts, and proposals for federal, state, local government, and private funding opportunities. Collaborates with key stakeholders to thoroughly understand projects, gather and organize supporting information, and develop compelling proposal content. Ensures the timely delivery of high-quality drafts and final submissions that align with funding requirements and university objectives.

- Assists Principal Investigators (PIs), faculty, and other key stakeholders in the development, preparation, and completion of grant proposals and related funding applications.
- Researches and identifies funding opportunities from federal, state, local, and private sources that align with the research, programmatic, and strategic priorities of Principal Investigators, faculty, and assigned departments or program areas.
- May assist with fundamental budget preparation for the proposals.
- Reviews Requests for Proposals (RFPs), Requests for Quotes (RFQs), Requests for Information (RFIs), Notices of Funding Opportunity (NOFOs), Funding Opportunity Announcements (FOAs), grant guidelines, and other solicitation documents to evaluate requirements, eligibility, deadlines, and submission criteria.
- Analyze solicitation requirements and develop outlines, schedules, and compliance matrices.
- Develop, write, edit, and format technical proposals, grant applications, capability statements, and supporting documentation, including executive summaries, needs assessments, project narratives, technical approaches, staffing plans, management plans, evaluation plans, sustainability plans, and budget narratives.
- Coordinate with subject matter experts to gather technical information, project data, and organizational qualifications.
- Prepare proposal budgets in collaboration with finance staff and ensure consistency between narrative and financial documents.
- Ensure all submissions comply with agency requirements, formatting standards, page limits, evaluation criteria, and submission deadlines.
- Maintain proposal templates, reusable content libraries, resumes, past performance documentation, certifications, and organizational profiles.
- Track proposal milestones, deliverables, and submission deadlines.
- Conduct quality assurance reviews to ensure accuracy, clarity, consistency, and compliance.
- Performs other duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

- Bachelor's degree in Communications, Public Administration, Business Administration or a related field.

Experience:

- 3 years of experience in proposal writing, technical writing, grant writing, or a related field.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Exceptional technical, business, and persuasive writing skills.
- Strong editing, proofreading, and document quality assurance skills.
- Excellent research, analytical, and critical-thinking skills.
- Ability to interpret complex solicitation requirements and translate them into compliant, compelling proposals.
- Strong project management and organizational skills with the ability to manage multiple proposals simultaneously.
- Effective verbal and written communication skills.
- Ability to collaborate effectively with leadership, subject matter experts, faculty, staff, and external partners.
- Proficiency in Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and online grant and procurement portals.
- Ability to work independently with minimal supervision and collaboratively as part of a cross-functional team.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Ability to maintain confidentiality of sensitive organizational, financial, and client information.
- Ability to maintain accurate records, organize proposal documentation, and support continuous process improvement.

Working Conditions

- Requires frequent interaction with senior faculty, university leadership, and internal/external partners, often involving coordination across multiple units and institutions.
- Position operates in a fast-paced, deadline-driven environment with shifting priorities, particularly during peak proposal submission periods.
- May require extended or flexible work hours, including evenings or weekends, to meet critical proposal deadlines.
- Requires the ability to manage multiple complex projects simultaneously and respond effectively to changing requirements.
- Occasional travel may be required to support proposal development activities, sponsor meetings, or partner coordination.
- Minimal physical demands; work primarily involves sitting, working at a computer, and participating in meetings.

Printed Date: 08/22/2026