

Job Vacancy Notice

Job Title: Development Grants Director

Job ID: 19513

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Grants Office at Hostos Community College is committed to supporting the college's faculty and staff in their efforts to secure external funding for faculty research projects, college-wide special programs, academic support services for students and community collaborative projects. Assistance is also provided to the College community in obtaining additional resources for ideas that support and enhance the mission of the College and its long-term strategic plan. The Grants Office provides training and support to prepare and submit proposals, estimate project costs and prepare budgets, and design evaluation plans. All grant applications are submitted online and processed through the Grants Office. Once an award has been made, the Grants Office serves as liaison to the funding sponsor and, with the participation of the Research Foundation of CUNY, handles all post-award administrative and fiscal issues. Assistance is provided to principal investigators, project directors, and program coordinators in the hiring of project personnel and purchasing of all materials, services, and equipment in compliance with Research Foundation policies and procedures. The Grants Office is the College's authorized organizational representative for the submission of grant proposals to the U.S. Department of Education, National Science Foundation, National Institutes of Health and most federal government agencies.

Hostos Community College seeks applications for a Grants Director. Reporting directly to the VP of Academic Affairs and Provost, the successful candidate will perform the following:

- Manages Grants Office operations including hiring and training staff. Develops, recommends, and implements grant management policies and procedures to improve efficiency and grant maximization.
- Provides expert guidance to faculty and staff members in identifying funding opportunities for their ideas. Meets one-on-one with faculty to provide personalized services based on areas of interest. Assists faculty in developing proposals and provides editorial and writing assistance. Assists with post-award services as needed.
- Ensures that faculty effort on proposal submissions are consistent with University policies and updates faculty effort logs prior to submission of proposals. Evaluates comments from sponsors for denied proposals and meets with faculty to revise proposal for re-submission. Follows-up with sponsors or Research Foundation regarding materials needed for finalizing contracts.
- Researches targeted funding opportunities via GrantsForward, Pivot, federal and other search engines; disseminates curated funding opportunities to faculty and staff.

- Assists faculty with budget creation; reviews proposed budget submissions for accuracy and confirms that budgets are in line with sponsor, Research Foundation, and University guidelines.
- Develops a comprehensive training program for faculty and staff on funding opportunities, grant writing, and other areas of proposal development.
- Meets with faculty to review RFP's (Request for Proposals), identifies areas of institutional risk, develops a plan of action, and ensures that all proposals submitted are consistent with the criteria set forth in funding guidelines.
- Compiles and analyzes data; provides comprehensive reports to administrators and funders.
- Serves as Authorized Organizational Representative for all federal, state and local proposals. Serves as member of CUNY Council of Grants Officers and ex-officio member on the Hostos Senate Grants Committee.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

The following qualifications are preferred:

- Master's Degree in related field
- Experience with all types of funding sponsors - Government (i.e. DOL, DOH, NEH, NSF, NYSED, NYDOL, NYC), Corporate Foundations, and Private Foundations
- Excellent interpersonal, communication, and writing skills; expertise in writing and/or editing proposals
- Ability to take ownership and carry proposal from idea to submission while working collaboratively with faculty
- Thorough knowledge and understanding of pre-award requirements and federal regulations
- Familiarity with University and Research Foundation policies and how these policies apply to proposal development
- Proficiency with electronic proposal submission systems including but not limited to: Research.gov, Grants Gateway, Grants.gov
- Ability to prioritize tasks, work independently, maintain confidentiality, and take initiative
- Ability to handle multiple tasks and deadlines with poise excellent judgment and problem solving skills
- Experience managing an office and supervising staff
- Ability to be an effective team member and establish excellent working relationships with colleagues, sponsors, and external organizations
- Strong knowledge of Uniform Guidance, 2-CFR-200

CUNY TITLE OVERVIEW

Directs College grants development strategy and administration.

- Manages all stages of grants and contracts administration, including reports to funding sponsors
- Oversees identification of funding sources and grants spending
- Develops funding strategies; assesses outcome of strategic plans
- Liaisons with external organizations providing funding
- Cultivates internal resources to successfully compete for funding
- Advises faculty and administration of funding opportunities and requirements; promotes collaboration in developing proposal concepts
- Hires, develops, and evaluates staff

.Performs related duties as assigned.

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CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

\$94,248 - \$108,683; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please submit resume, cover letter, and three professional references.

CLOSING DATE

December 10, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

