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| <b>Job Title</b>      | Assistant Director of Proposal Development |
| <b>PVN ID</b>         | CC-2208-005037                             |
| <b>Category</b>       | Managerial and Professional                |
| <b>Location</b>       | The CITY COLLEGE of NEW YORK               |
| <b>Department</b>     | Office of Research                         |
| <b>Status</b>         | Full Time                                  |
| <b>Salary</b>         | Depends on qualifications                  |
| <b>Hour(s) a Week</b> | 35   |
| <b>Closing Date</b>   | Oct 23, 2022 (Or Until Filled)             |

## General Description

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Reporting to the Associate Provost for Research at The City College of New York, the Assistant Director, Proposal Development will oversee CCNY's programs and resources that support faculty pursuit of external sponsors for their research. The Assistant Director will work with partners in colleges, institutes, and administrative offices across CUNY to meet CCNY's strategic goals in the growth of sponsored research activity. In conjunction with the Associate Provost for Research, the goal of this position is to increase research funding that incorporates a multidisciplinary approach that bridges the gap between art, health, science, and engineering.

Applications will be reviewed on a rolling basis.

Major responsibilities and tasks include but are not limited to the following:

- Develop research initiative and programs
- Develop a proposal project plan in support of large-scale proposals including transdisciplinary collaborations; and, facilitate proposal planning sessions with stakeholders.
- Establish a proposal development cycle to incorporate logistics, quality control, communication, versioning, and methodologies.
- Execute proposal processes and procedures providing best practices for proposal development and streamlining faculty responses to major funding opportunities with the establishment of research teams and strategic partnerships.
- Develop, advertise, and support activities that position faculty, postdoctoral scholars, and students for future sponsored research opportunities.
- Identify and promote specific funding opportunities and build teams to ensure effective communication channels and appropriate interaction with departments and/or groups on campus to support the development of large-scale proposals (including large transdisciplinary proposals) and projects based on team science and scholarship.
- Develop and implement a professional development program for faculty and postdocs with intensive

workshops in areas including grant writing, team building, and research program management.

- Promote new and existing programs operated by the Office of Research across the CCNY community to educate faculty, postdoctoral scholars, and students about the college's overall mission to facilitate collaborative research opportunities, increase transdisciplinary participation, and nurture research team development.

## Other Duties

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- Oversee the College-wide Research Vision (CRV) Initiative to increase multidisciplinary collaboration within the CCNY community to address challenging real-world problems by harnessing paradigm-shifting fundamental research. Coordinate a multi-stage discussion and selection process to facilitate a collaborative college-wide effort to apply for seed funding opportunities.
- Assist in budget development, budget justification narrative, and coordinating cost-share requirements for large-scale proposals and projects. Provide fiscal management of seed capital funding budget.

## Qualifications

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### Required Qualifications:

- Master's degree in the STEM area, or with four years of related experience required.
- Demonstrated experience working in research development or research funding-related roles
- Excellent interpersonal skills and commitment to diversity
- Demonstrated ability to effectively engage with a broad range of colleagues and partners at multiple levels

### Preferred Qualifications:

- Ph.D. degree or the equivalent combination of education and/or experience in area specific to CCNY's schools/divisions strongly preferred
- Excellent communication skills, with the ability to explain complex concepts to a variety of audiences; knowledge and experience with funding agencies, including federal, industry, or non-profit sponsors
- Demonstrate strong knowledge of the administrative offices and resources across CUNY that support the sponsored research grantmaking process and funding landscape. Build existing relationships and cultivate new contacts.
- Demonstrated experience directly managing teams or programs preferred
- Previous experience in or with an academic setting preferred