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<b>Job Title</b>	Grant Specialist
<b>PVN ID</b>	KB-2201-004482
<b>Category</b>	Managerial and Professional
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	College Advancement - Grants Office
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$63,874.00 - \$91,030.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 24, 2022 (Or Until Filled)

## General Description

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Kingsborough Community College of the City University of New York remains firmly committed to its mission of providing both liberal arts and career education [and] to promoting student learning and development as well as strengthening and serving its diverse community.

Kingsborough has been named one of the leading community colleges in the country by the Aspen Institute College Excellence Program. It has also earned national recognition for its creative and effective use of learning communities, for the large number of degrees it confers, for the high percentage of graduates who continue their studies, and for the innovative programs that draw thousands of non-traditional students to its campus every year.

The Office for College Advancement (OCA) priorities are identified by and are in direct adherence to the College's Strategic Priorities. It is the office of record for sponsored grants and contract submissions. OCA implements the research and sponsored programs policies of the University and the College. It also provides sponsored program administration services to Kingsborough faculty and staff.

Description: Reporting directly to the Grants Officer, the Grants Specialist gathers funder data and manages the dissemination of information on government grant availability and guidelines for application. The Grants Specialist works closely with Kingsborough leadership to understand the funding priorities of the college such as increasing federal applications to the United States Department of Education, National Science Foundation, and other federal agencies, and maintains current and relevant information on federal, state, and local government agency. The Grants Specialist will also expand and maintain a resource library of standard forms and templates for grant proposals, as well as examples of successful applications. The Grants Specialist will generate and disseminate reports on the school's grants activity, grant funding availability, relationship cultivation, and active proposals to the Grants Officer and Kingsborough leadership, as well as relevant faculty and staff throughout Kingsborough in order to advance the College's strategic goals.

**This is not a remote work position. As part of the hiring process, the final candidate will be asked to provide an official college transcript and three written recommendations.**

## Other Duties

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- Researches and supports government grant funding opportunities relevant to strategic goals, faculty and staff interests;
- Participates in proposal development and writing;
- Maintains an internal database of government funding opportunities and tracks all proposal submissions; reports on outstanding proposals;
- Maintains proposal resource library; creates and updates templates and boilerplate language for proposals;
- Stays up to date on RFCUNY and CUNY Office of Research pre-award and post-award; resources; disseminates information on training opportunities and new systems;
- Coordinates with other college and university grants offices on project proposals involving more than one institution;
- Performs other duties as assigned by the Grants Officer.

## Qualifications

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- A Bachelor's Degree from an accredited institution, and at least six years (6) of federal, state, and city research and sponsored administration experience; OR
- A Master's Degree in a relevant field, and at least three years (3) of research and sponsored administration experience;
- Working knowledge of rules, regulations and compliance, including but not limited to DOE, NSF, DHHS, NASA, NYS and NYC, etc.;
- Working knowledge of IRB, IACUC, research training requirements, etc.;
- Familiarity with NYC-based foundation and corporate donors;
- Self-motivated, entrepreneurial, results-driven, customer-service oriented that works well in a deadline driven, multi-tasking environment;
- Demonstrated experience working independently and in a team environment;
- Strong interpersonal, communication, writing, organizational, analytical, and leadership skills;
- Expert skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat;
- Experience with grants.gov, research.gov, NYS Grants Gateway, NYC HHS Accelerator and systems;
- Experience with Raiser's Edge fundraising software or other similar fundraising applications preferred

This position is with the Research Foundation of CUNY and located at the campus of Kingsborough Community College. The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act, E-Verify employer.