

<b>Job Title</b>	Grant Manager and Writer
<b>PVN ID</b>	LA-2205-004756
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Adult and Continuing Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$78,000.00 - \$84,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 05, 2023 (Or Until Filled)

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## General Description

**Applicants must include a resume, cover letter, and writing sample with their application in order to be considered.**

Reporting to the Vice President for Adult and Continuing Education (ACE) and working closely with the Director of Grants Development, the Grants Manager is responsible for strategically pursuing funding opportunities that align with LaGuardia Community College's mission and strategic goals. This position will primarily support grant-seeking activities within the division of Adult and Continuing Education, but may occasionally support other activities across the college.

Duties include:

- Proactively monitoring federal, state, and city agencies for funding opportunities appropriate for the division of ACE and college workforce development initiatives;
- Working with senior leadership and program directors to identify funding opportunities for priority projects;
- Assisting with writing and editing grant proposals and identifying budget needs;
- Preparing and/or reviewing proposal budgets to ensure compliance with CUNY, Research Foundation, LaGuardia and funder requirements;
- Submitting grant proposals to funders on behalf of ACE and the college using a variety of online submission portals;
- Providing training to divisional staff on sourcing funding opportunities, grant writing and proposal submission processes;
- Managing the submission of interim and final reports to sponsors, as needed;
- Gathering, analyzing and presenting data related to ACE programs and grant funding;
- Maintain records and submit reports related to grant opportunities.
- Developing a thorough understanding of ACE's mission and strategic goals and translating that knowledge into compelling and competitive grant proposals;
- Maintain positive relationships with funders and other stakeholders;

- Ensuring that proposals submitted are in compliance with rules and regulations related to higher education grants, and meet the terms and conditions of the specific RFP;
- Occasionally work with faculty and staff from other divisions to prepare and submit grant proposals;

## Other Duties

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- Other duties as assigned.

## Qualifications

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Bachelor's degree and six years' related experience required. The ideal candidate is an experienced grant writer who is familiar with the national, state and local grant funding landscape in the fields of workforce development, job training, pre-college/bridge programming, adult/continuing education, and/or higher education.

Other Qualifications:

Working knowledge of allowable and unallowable costs for higher education grants. Excellent written and oral communication skills. Highly motivated. Creative thinking skills. Ability to collaborate and interact well with a variety of people and personalities. Knowledgeable about all aspects of creating and editing proposals and budget as well as funding regulations and cost principals for sponsored project. Extremely well organized and detail oriented. Ability to use independent judgment. Works well under pressure. Experience writing and obtaining funding from workforce development grants is prefe