

Job Title	Grants Manager
PVN ID	LE-2203-004634
Category	Administrative Services
Location	LEHMAN COLLEGE
Department	Sponsored Programs
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2022 (Or Until Filled)

General Description

The Office of Sponsored Programs at Lehman College is seeking an experienced Grants Manager to join the team. The Grants Manager will assist PIs with all aspects of pre- and post award activities such as preparing and assembling proposals, interacting with other entities & departments to facilitate proposal development & reporting, assist with budget management responsibilities for projects as well as monitor terms of agreements for compliance purposes & communicate with appropriate parties as needed as a resource and liaison to the departments & PIs.

Other Duties

- Assist faculty and staff in preparing and assembling grant proposals/contracts in compliance with sponsor, university, college, and agency regulations
- Assist faculty and staff in determining requirements, deadlines, and time management for responses to PA/RFA/FOAs or general application submissions in a proactive manner
- Coordinate multiple applications under absolute deadlines.
- Interact with other departments, institutions, and agencies to facilitate the development, submission, and administration of grant proposals.
- Assist faculty with award management and serve as a liaison with the Research Foundation of CUNY on behalf of faculty.
- Coordinates with the RF to assign fund account numbers and processes wire transfers, tracks fund account activity
- Provide data reports as necessary
- Performs other duties as assigned by the Grants Officer; performs duties of lower-level positions as

Qualifications

CORE COMPETENCIES:

- Comprehensive knowledge of the field of grants proposal development, sponsored programs, and research administration
- Knowledgeable of federal, state, city, and private funding agencies, their guidelines, and policies and procedures
- Knowledge of NIH, NSF, and U.S. Department of Education grant policies and procedures along with their associated portals (i.e., eRA Commons/ASSIST, Research.gov/Fastlane, G5)
- Knowledge of key office technology; ability to master software for tracking sponsored programs
- Ability to work independently and within a team
- Ability to resolve problems in a calm and effective manner and provide the highest level of customer service
- Ability to adjust schedule to changing needs, especially during periods of high proposal volume
- Ability to work effectively with internal and external constituents at all levels
- Ability to communicate effectively with diverse constituencies; ability to explain basic concepts to professional college staff, college officials, RF administrators
- Ability to listen and respond to the concerns/ideas of others
- Ability to write clearly and effectively for multiple stakeholder audiences
- Knowledgeable about data collection and strategies for conveying data to decisions

QUALIFICATIONS:

- A Bachelor's Degree from an accredited institution, **and** at least 4 years of related professional experience in sponsored programs
- Proven self-direction but capable of collaboration and working as a team is necessary
- Evidence of problem-solving skills and critical thinking are necessary
- Certified Research Administrator (CRA) or comparable professional certification preferred