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<b>Job Title</b>	Program Manager – Fiscal and Research Operations
<b>PVN ID</b>	MD-2509-007047
<b>Category</b>	Research
<b>Location</b>	CUNY SCHOOL OF MEDICINE

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$120,000.00 - \$140,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 26, 2025 (Or Until Filled)

## General Description

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The CUNY School of Medicine seeks a Program Manager – Fiscal and Research Operations with deep experience in fiscal management, research administration, and compliance oversight across higher education and healthcare settings.

## Other Duties

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### Fiscal Oversight & Grants Management

- Manages and monitors multi-million-dollar budgets, including accounts receivable, coding/charging, cash flow, P&L, and grant allocations
- Oversees full lifecycle of grants administration, including pre-award budget justifications, post-award tracking, expense certifications, and financial reporting
- Conducts internal audits and ensures compliance with federal, state, and institutional regulations, including OMB Uniform Guidance and RF CUNY policies
- Experienced with RF CUNY systems such as Contract Manager, Oracle, procurement, and effort reporting tools, ensuring accuracy and compliance in all transactions
- Partners with principal investigators, program directors, and administrative staff to align spending with research and community health program goals
- Prepares documentation for audits, renewals, and progress reports

### Research & Program Operations

- Leads operational planning and execution of complex, multi-year research and community-based programs
- Coordinates staffing, procurement, timelines, and workflows to ensure efficient program delivery
- Maintains compliance with IRB, HIPAA, and institutional research protocols, while tracking deliverables

and reporting progress to stakeholders

- Develops and maintains databases and reporting systems to strengthen accuracy, efficiency, and data integrity

### Stakeholder & Community Engagement

- Serves as liaison among faculty, funders, healthcare partners, and community-based organizations
- Administers micro-grants and builds strong relationships with community stakeholders, ensuring accountability and transparency
- Prepares and delivers financial and programmatic presentations for internal and external stakeholders
- Organizes outreach activities, research meetings, and collaborative workshops that strengthen CSOM's mission of health equity and community engagement

### Team Leadership

- Supervises and mentors' staff, research personnel, and administrators, including hiring, training, and scheduling
- Provides hands-on training in financial systems, compliance, and operational procedures
- Fosters a collaborative, inclusive environment, drawing on leadership experience as both a fiscal manager and general manager
- Other duties as assigned

## Qualifications

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- Bachelor's degree in psychology with a concentration in Organizational Psychology, with a solid foundation in fiscal operations and research administration
- More than 15 years of progressive experience in program management, finance, grants administration, and research operations across major institutions
- Proficient in Microsoft Office (Excel, Access, Word, PowerPoint), with direct experience in RF CUNY systems including Contract Manager, Oracle, effort reporting, and procurement tools
- Strong communicator with a track record of building partnerships across academia, healthcare, and community organizations
- Demonstrated commitment to health equity, public service, and advancing research that benefits diverse communities
- 5 years of demonstrated experience managing the NIH Other Transaction Award Mechanism