



Job Title	Pre-Award Grants Specialist
PVN ID	PS-2201-004526
Category	Administrative Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$75,000.00
Hour(s) a Week	35
Closing Date	May 04, 2022 (Or Until Filled)

General Description

About the CUNY School of Professional Studies

For over 15 years, the CUNY School of Professional Studies (CUNY SPS) has been leading online education in New York. Notable for offering the most [online](#) bachelor's and master's degree options at the City University of New York, and for serving transfer students as the University system's only undergraduate all-transfer college, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

growth has been remarkable, with twenty-four [degrees](#) launched since 2006. Enrollment has risen by more than 30% in the last four years to over 4,000 students in the credit-bearing programs. Thousands more are enrolled in non-degree and grant-funded workplace learning programs. In addition, the School has an active alumni network and has established the CUNY SPS Foundation, which offers multiple scholarship opportunities to current students.

CUNY SPS has consistently been named by *U.S. News & World Report* as one of the country's top online institutions. This year, the School was ranked in the top 2% in the nation on the publisher's list of the [2021 Best Online Bachelor's Degree Programs](#).

Within CUNY SPS, the Office of Grants and Contracts is school's central administrative unit for overseeing CUNY SPS applications for, and awards of, governmental, corporate, non-profit and foundation funding. The Office handles proposal preparation, submission, and administration for the entire SPS Community, including faculty, students, and staff. The Office of Grants and Contracts provides the following services:

- Assistance identifying appropriate funding opportunities.
- Proposal development guidance.
- Official institutional review, authorization and submission of proposals.
- Coordination of post award administration in conjunction with the Research Foundation.
- Coordination with relevant SPS departments to ensure compliance with CUNY and sponsor requirements

and regulations.

Description: Working in the CUNY SPS Office of Grants and Contracts and reporting to the Director of the Office of Grants and Contracts, the Pre-Award Grants Specialist manages the dissemination of information on government, corporate and private philanthropic grant availability and guidelines for application. The Pre-Award Grants Specialist works closely with CUNY SPS leadership to understand the funding priorities of the School, and maintains current and relevant information on Federal, state, and local government agencies as well as private sector sponsor contacts in CUNY SPS's sponsor database. The Pre-Award 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 Pre-Award 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, CUNY SPS leadership, the CUNY SPS Grants Strategy Team, as well as relevant faculty and staff throughout the school in order to advance the school's strategic goals.

Other Duties

Duties and Responsibilities:

- Researches grant funding opportunities relevant to CUNY SPS strategic goals and faculty interests;
- Supports the CUNY SPS grants strategy team by providing information on funding opportunities that fit with the School's priorities;
- Maintains an internal database of funding opportunities and sponsor relationship cultivation interactions;
- 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 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 pre-award duties as assigned by the Grants Officer.

Qualifications

We understand that candidates may not have all the skills we are seeking below. We encourage those interested to apply even if they do not meet all of them. We are looking for talented individuals to join our team.

- Experience in grants, fundraising, business administration, database creation, and a familiarity with the policies and procedures of the Research Foundation (RF) of CUNY or similar university environment.
- 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, organizational, analytical, and leadership skills.

Note: CUNY School of Professional Studies employees must verify proof of vaccination against

COVID-19 or be subject to weekly COVID-19 testing.