

Job Title	Grants Specialist
PVN ID	PS-2503-006753
Category	Administrative Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Grants Office
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jul 22, 2025 (Or Until Filled)

General Description

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.

The School's 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 the office of record for all grants and contract submissions. The Office of Grants and Contracts implements the research and sponsored programs policies of the University and the School. It also provides sponsored program administration services to the faculty and staff of the school.

Reporting to the Grants Officer, the Grants Specialist will assist with all aspects of the grant and contract life cycle, proactively seeking out funding opportunities for CUNY SPS faculty and staff, and assisting with pre-award and post-award activities.

Other Duties

- Proactively research and monitor foundations and federal, state, and city agencies for funding opportunities relevant to CUNY SPS' strategic goals and faculty interests
- Assists faculty and staff in the compilation and submission of grant proposals
- Work with faculty and staff to prepare grant budgets that are in compliance with CUNY, Research Foundation of CUNY, CUNY SPS, and funder requirements
- Write sections of grant proposals such as budget narratives and personnel and school descriptions
- Proofread, edit, and submit grant proposals to funders on behalf of the college through various online submission portals
- Maintain a pre-award resource library to be used in proposals
- Facilitate information sharing and training with faculty and staff on sourcing funding opportunities, grant writing best practices, and the proposal submission process
- Assist with timely preparation of interim and final reports to sponsors
- Regularly review grant expenses to ensure compliance and budget alignment and proactively work with project and Grants Office staff to ensure timely and accurate grant spending
- Maintains the necessary records, files, reports, and resource materials pertinent to grants office activities to ensure effective operations and compliance
- Assist with fiscal year end and grant close-out activities
- Other duties as assigned

Qualifications

- A Bachelor's Degree from an accredited institution, and at least three years (3) of research administration experience; OR
- A Master's Degree in a relevant field, and at least one year (1) of research administration experience (pre-award preferred)
- Experience supporting grant application work, including identification of suitable grants opportunities and grant writing and submission in higher education settings
- Working knowledge of donor (USG and non-USG) rules, regulations and compliance, including but not limited to DOE, DHHS, 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, organizational, analytical, and leadership skills
- Expert skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint) and Adobe Acrobat
- Experience with Raiser's Edge fundraising software or other similar fundraising applications preferred