
Job Title	Sponsored Programs Development Officer
PVN ID	RF-1703-001725
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Executive
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 21, 2017 (Or Until Filled)

General Description

The Office of Award Pre-Proposal Support of Research Foundation (APPS) of the City University of New York (RFCUNY) is a value added service to advance the University's sponsored programs enterprise by helping CUNY faculty and students identify and obtain extramural funding to support their research, education, training, curriculum development, and other sponsored program activities.

The APPS Office is seeking to hire a Sponsored Program Development Officer who will be responsible for pre-award activities such as proposal development, proposal team initiation, coordination, and management of projects that facilitate and advance research, education and training grant requests in colleges throughout the CUNY system. The Incumbent is a key member of the APPS team and will report directly to the Director of Award Pre-Proposal Support.

As part of a team, the Incumbent will be responsible for the following critical aspects of the APPS Office operations including: faculty assistance for proposal development; training to researchers in identifying grant opportunities; assistance to faculty in preparing competitive proposals that conform to sponsor guidelines; and the strategic development of initiatives that facilitate and advance efforts in securing awards from external sources.

Other Duties

Proactively identify and enable faculty to pursue multidisciplinary research, education, training, and other sponsored program opportunities.

- Monitor funding announcements to provide faculty with a greater awareness of the funding environment in order to maximize opportunities and facilitate collaboration.
- Provide support and coordination for major multidisciplinary proposals, including reviewing and commenting on portions of the proposal, managing a pre-submission proposal review process, organizing faculty/student workshops, providing or securing grant writing and/or editing services, and managing a faculty travel for

research program.

- Work with the CUNY Office of Research, CUNY grants officers, and other CUNY College administrators to ensure the submission of high quality proposals.

- Furthermore, the incumbent will be responsible for advising and/or implementing APPS office activities, including establishing and/or improving work flow, providing high quality customer service, recommending and/or implementing best practices, developing and implementing training activities, and designing APPS office website content. In general the Incumbent will be collaborating with APPS staff to facilitate the long-term goals of the office.

- The Incumbent must operate with a high-degree of autonomy. Critical thinking, initiative, and sound judgment based on experience are required to manage projects, resolve problems, and make recommendations.

Qualifications

Applicant MUST meet these minimum qualifications to be considered an applicant:

- Completion of a bachelor's degree or equivalent and experience in pre-award sponsored research program activities.

- The successful candidate should have: excellent skills in research, verbal, writing, oral communication; an ability to organize and direct major projects and/or administrative operations; extensive knowledge of and experience in grants including large-scale, multi-disciplinary, and multi-institutional grants; experience writing grants or advising faculty on grants and on the various supplemental components; knowledge of grant boilerplates and grant submission procedures; a proven track record of working in a team setting; an ability to take initiative, provide creative ideas and solutions as well as work in a timely fashion to complete projects; stellar interpersonal skills and ability to interact and deal effectively with all levels of administration (faculty, staff, deans, etc.); strategic and innovative thinking to develop and implement novel solutions to keep pace with the rapidly changing research environment.

Preferred Qualifications Institutional Knowledge

- A history of working with faculty, students, and/or administrators in an academic setting; evidence of supervisory experience; Knowledge and experience across a range of disciplinary areas is a plus.