

Job Title	Project Manager, Grants and Reports
PVN ID	VA-2204-004729
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jul 19, 2022 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

GENERAL DESCRIPTION

The City University of New York's Office of K-16 Initiatives seeks a Project Manager, Grants and Reports (PM) to provide strategic grants management to the College Completion Innovation Fund (CCIF). The College Completion Innovation Fund sparks best practices that accelerate college persistence and completion. CCIF funds forward thinking projects at colleges and CBOs that have the potential to change the landscape of college persistence and completion. The CCIF Project Manager, Grants and Reports (PM) will have the opportunity to manage multiple projects within the program's portfolio of college persistence and completion endeavors, while supporting the work of the Innovation Fund.

The Project Manager reports to the Director of the College Completion Innovation Fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The PM will be responsible for:

- Leading all written fundraising efforts in conjunction with the work of the CCIF Director including but not limited to drafting grant proposals and materials for submission to potential funders
- Drafting reporting documents and materials for interim and annual reports for current funders, and coordinating CCIF awardee reporting schedule
- Drafting and/or editing all of the data and research reports CCIF issues, as well as being the primary editor of any written materials
- Drafting documents and presentation materials for CCIF Advisory Board meetings and coordinating

logistics for the CCIF's annual Completion Innovation Lab

- Managing CCIF's mailing lists, email blasts, and communication received via the website including drafting all of CCIF's outgoing communications, including websites announcements, updates regarding its work, and press releases

Other duties as assigned.

Other Duties

Qualifications

Required

- Bachelor's degree; Master's degree preferred
- A minimum of four years of related experience within an education or philanthropic organization
- Proficiency in Google and Microsoft suite of programs, as well as WordPress website management & otherwise digitally literate and proficient
- Experience in and commitment to supporting college readiness and success for all students and addressing achievement gaps
- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents
- Strong written and verbal communication skills and a high level of creative problem solving
- Significant experience in drafting and editing communications and grant materials, with a keen eye for grammar and punctuation, and a knowledge of various academic citation styles
- Strong analytical ability and highly detail oriented
- Experience with data analysis including reviewing and managing complex data
- Demonstrated ability to multitask and produce deliverables within given deadlines, results orientation
- Ability to thrive in a small team environment as part of a much larger system
- Ability to take direction and work as part of a team, as well as to take initiative and work independently

Physical Requirements

This position is in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.