



Job Title	Grants and Reports Manager
PVN ID	VA-2212-005251
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	May 15, 2023 (Or Until Filled)

General Description

MISSION

CUNY's Office of K16 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 K16 Initiatives seeks a Grants and Reports Manager to provide strategic grants management to the College Completion Innovation Fund (CCIF). CCIF sparks best practices that accelerate college persistence and completion by funding forward-thinking projects at colleges and community-based organizations (CBOs) that have the potential to change the landscape of college persistence and completion. The CCIF Grants and Reports Manager will have the opportunity to support and provide ongoing guidance to multiple 2-year funded projects within the program's portfolio of college persistence and completion endeavors, while supporting the overall support work of the Innovation Fund.

The Grants and Reports Manager reports to the Director of CCIF.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Grants and Reports Manager will be responsible for:

- Leading all written fundraising efforts, in alignment with CUNY K16 and CCIF guidelines, in conjunction with the Innovation Fund 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 and convening schedule.
- Drafting and editing all the data and research reports CCIF issues, as well as being the primary editor of any written materials and coaching the funded innovative grantees to improve their reporting and data sharing efforts.
- Drafting documents and presentation materials for CCIF Advisory Board meetings and coordinating logistics for the CCIF's annual Completion Innovation Lab.
- Managing CCIF's external communications and announcements.

Other duties as assigned.

Qualifications

CORE COMPETENCIES/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 & 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
- 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 take initiative and work independently

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be

considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

EEO

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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.

Compensation

\$70,000- \$75,000