



<b>Job Title</b>	Grants and Contracts Coordinator
<b>PVN ID</b>	VU-2112-004416
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
<b>Department</b>	Citizenship Now!
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 09, 2022 (Or Until Filled)

## General Description

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**CUNY Citizenship Now!** We are the largest university legal assistance program in the nation, providing free and confidential citizenship and immigration law services. We believe in empowering immigrants so that they are in control of their immigration case, a model of legal assistance called pro se. Through this model, our attorneys and paralegals help more than 15,000 individuals each year, all on the path to citizenship. In addition to our one-on-one services, we have also develop an event model to help large groups with their immigration applications. The model is nationally recognized, has been implemented by other organizations, and has served thousands of immigrants who cannot afford to pay for private attorneys. We also work with our partners to offer Civics classes and workshops about immigrant rights, business creation, and finances.

### JOB DESCRIPTION:

The **Grants and Contracts Coordinator** will work closely with the Deputy Director to manage grants reporting and contract compliance for federal, state, city and private resources. The Grants and Contracts coordinator will serve as department liaison to the CUNY Central Office and Research Foundation of CUNY for the organization's programs and grants.

## Other Duties

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### DUTIES AND RESPONSIBILITIES:

- Serve as the principal contact on grant compliance and interpretation of grant requirements and all applicable regulations, policies and procedures.
- Interpret applicable regulations and translate into operational policies as required, including coordinating the development of tracking and monitoring systems that will allow quick access to grants data and current status of specific grants for reporting purposes and high profile presentations.

- Work closely with program departments and finance staff to ensure regular reports (monthly, quarterly and annual reports) are completed and accurately reflect the work done to meet program deliverables and contract requirements.
- Research grant funding opportunities and assess organizational feasibility to apply for funds that align with the organization's mission and strategic direction.
- Authorize expenditures, track expenses, and insure operation within the Project's budget are consistent with Research Foundation Central Office budgeting, policies, and sponsors' requirements.
- Assist in contract negotiations, oversee and manage the procedures to be used for contract compliance on an ongoing basis; Respond to requests for information on contract terms and provide ongoing support during the contract term.
- Conduct and/or coordinate evaluations required by current grants accordingly, including site visits to centers to ensure compliance with contract guidelines and procedures.
- Other duties as required by the position and Project's Director and Deputy Director

## Qualifications

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### **CORE COMPETENCIES/ QUALIFICATIONS:**

- Bachelor's degree required in related field, Master's degree preferred. Experience in a nonprofit management position with grant writing and project management duties.
- Excellent writing, analytical and prospect research skills are essential; A communicator with presence who can align and influence various stakeholders with the demonstrated ability to craft funding proposals in a succinct and compelling manner; Must have a clear understanding of budgets as they relate to grants.
- Knowledge of grant writing for state, city, private contracts; and budget requirements of various government agencies.
- Knowledge of data collection, statistical evaluation of data and strategy to present results on services provided by the Project.
- Strong organizational and project management skills to work closely with different departments
- Ability to work independently and lead a team in a fast-paced, demanding, and complex work environment
- Excellent interpersonal and relationship management aptitude, and ability to work in a culturally diverse environment
- Self-motivated, detail-oriented, highly organized professional with the ability to work well under pressure and thrive in a fast-paced environment; Ability to think and problem-solve creatively.

Flexibility to work evenings and at least one Saturday per month