

Job Title	Grants Coordinator
PVN ID	BX-1710-002137
Category	Research
Location	BRONX C. C.
Department	Grants Office
Status	Full Time
Annual Salary	\$50,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Apr 20, 2018 (Or Until Filled)

General Description

Position Details

Grants Coordinator position is available immediately at the City University of New York, Bronx Community College, reporting to the Grants Officer. The ideal candidate will be a strong writer, budget developer and exhibit a high degree of independent judgment, initiative and organizational skills.

Duties and Responsibilities

- Assist with guiding and facilitating faculty and staff in the writing and preparation of proposals, to include budgets, documentation, and interpretation of funding requirements
- Possess the ability to interpret complex grant funding requirements, submissions, and budget projections; able to interpret federal, state, and local government laws and regulations regarding grant administration
- Analyze and evaluate contract and grant budgets for correct calculation of expenditure categories such as salaries, percent of effort, salary adjustment increases, fringe benefits, indirect costs, materials, and equipment
- Perform prospect research to identify available public and private grant opportunities
- Ensure grant applications comply with the rules and regulations administered by the grantor prior to submission
- Assist with writing and editing grant proposals, letters of intent and concept papers
- Track grant budget spend downs in coordination with Project Investigators
- Develop and compile all required grant attachments for submissions
- Assist with developing strategies to optimize increased public and private grant submissions
- Analyze budget trends and make recommendations for cost control for various grants
- Assist with drafting detailed reports to the funders with respect to the organization's progress
- Monitor paperwork and other related documents connected with grant-funded programs
- Participates and/or assists in special projects, and performs associated administrative duties, as assigned

Other Duties

Qualifications

Essential Skills and Abilities

- Strong writing skills and the ability to work effectively with a wide range of constituents
- Experience with developing, analyzing and monitoring budgets and financial reports
- Ability to prioritize, meet deadlines and produce quality results
- Excellent project management skills
- Strong interest in BCC's purpose and mission
- Strong knowledge of planning and strategizing financial and budgeting issues
- Ability to perform in cross-functional environment and provide support
- Moderate to advanced knowledge of Excel
- Data management skills

Education Requirement

Minimum Bachelor's Degree

Must submit resume along with cover letter.

Closing Date

Until Filled