
Job Title	Director of Grants & Sponsored Programs
PVN ID	MD-2408-006399
Category	Managerial and Professional
Location	CUNY SCHOOL OF MEDICINE
Department	Grants & Sponsored Programs Office
Status	Full Time
Annual Salary	\$70,000.00 - \$125,000.00
Hour(s) a Week	35
Closing Date	Jan 31, 2025 (Or Until Filled)

General Description

The CUNY School of Medicine (CUNY MED) at The City College of New York (CCNY), is the only medical school in the City University of New York system. Our innovative curriculum allows students to complete both their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. CUNY School of Medicine also offers a Master of Science degree in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic and racial backgrounds historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

Located in the Grants & Sponsored Programs (GSP) Office of the CUNY School of Medicine and Reporting to the Associate Dean for Research, the GSP Director manages and supports full-time staff and works closely with the Associate Dean for Clinical Administration, Finance, & Strategy to ensure effective management and compliance of all CUNY MED grant activities. A collaborative and strategic leader, the GSP Director exercises considerable independent judgment and works jointly with faculty and staff to synergize research, educational activities, and strategic priorities with government agencies and foundations' interests.

The Director establishes and maintains contacts with funding agency officials and researches and disseminates information on the availability of Federal, State, and Foundation grants. The Director plans, implements, and directs diverse short- and long-term strategies to support the submission of grant applications and acts as the liaison between the Research Foundation of CUNY (RFCUNY) and the sponsoring agency. The Director will coordinate with the university compliance office and is responsible for monitoring and ensuring compliance with all regulations.

Other Duties

- Develops Standard Operating Procedures (SOPs) for Grants and Sponsored Program's Office procedures, including a budget and proposal document review process in accordance with CUNY &

Research Foundation of CUNY policies.

- Acts as a clearinghouse for grant proposal submissions, oversees all other pre-award & post-award administration to ensure compliance with all Sponsor, CUNY, and CUNY MED, guidelines, policies, & procedures and serves as the CUNY MED's liaison with the sponsoring agency from program implementation through closeout.
- Recruits, hires, and directs the onboarding and training of new GSP staff; supervises GSP staff; communicates priorities; develops work plans; sets goals; determines performance standards; evaluates employee performance; and coordinates with RFCUNY to resolve any human resources issues.
- Identifies, researches, and proactively pursues funding opportunities from current and prospective sources that match CUNY MED's strategic priorities and programs.
- Provides timely reports to CUNY MED Dean and Associate Dean of Research that communicate the current status of grant-funded projects in relation to fiscal year strategic goals.
- Maintains a comprehensive level of knowledge of best practices for local, state, and national trends and statistics related to CUNY Med's strategic priorities.
- Reviews Funding Opportunity Announcements and extracts pertinent information to create comprehensive abbreviated summaries to distribute to CUNY MED research faculty.
- Tracks government and institution regulatory matters such as human subject research protocols, laboratory animal protocols, and bio-safety issues.
- Works closely with the RF legal department on issues of technology transfers, patents, and intellectual property.
- Serves on internal committees, attends meetings, and represents CUNY Med externally on collaborative grant development projects when requested.
- Performs other duties as assigned.

Qualifications

- Ability to manage time and resources in a fast-paced dynamic environment to address emerging needs while continuing to deliver on organizational goals, objectives, and timelines.
- Expert knowledge of the grant proposal writing process, research administration, sponsored program requirements, and best practices for various funding agencies.
- Skilled in negotiation of terms, budgets, subcontracts, independent contractor agreements, and budget & contract modifications.
- Ability to recruit, train, direct, manage, and evaluate full time and part time GSP staff.
- Ability to work and communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, and RF administrators.
- Expert knowledge of key office technology and software used for submitting and tracking sponsored programs; Cayuse SP, Cayuse 424, Grants.gov, NYS Grants Gateway; working knowledge of DOD eBRAP and NSF Fastlane preferred.
- Expert knowledge of the research regulatory environment and the requirements for compliance.
- Knowledge of legal requirements and institutional policy regarding human subject research, laboratory animal protocols, and bio-safety procedures.
- Authentic passion for CUNY Med's mission.

Qualifications:

- Bachelor's degree from an accredited institution; Master's degree preferred, **AND**

- A minimum of five years (5) full-time professional work related to sponsored programs; Experience with sponsored programs within the CUNY system preferred, **AND**
- Possession of the core competencies determined to be required at the time of hire, **AND**
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.