

**Grants Coordinator**

**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

**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

**Salary**

$50,000 to $70,000

**To Apply**

“To apply, please go to rfcuny.org. and click on About RF, then Careers” or please visit <https://www.rfcuny.org/careers/postings?pvnID=BX-1710-002137>

**Closing Date**

Until Filled