

Job Title: Institutional Grant Writer – Part-Time (Multiple Vacancies)

Job ID: 28704

Location: College of Staten Island

Full/Part Time: Part-Time

Regular/Temporary: Temporary

## **GENERAL DUTIES**

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

## **CONTRACT TITLE**

Non-Teaching Adjunct

## **FLSA**

Non-exempt

## **CAMPUS SPECIFIC INFORMATION**

The Institutional Grant Writer will be responsible for researching, writing, and coordinating the grant application process; managing proposals and maintaining a grant database; and preparing and submitting proposals to external funding sources. This role is essential in securing financial support for institutional priorities, initiatives, and programs.

Responsibilities Include:

- Identifying and researching potential grant opportunities from government agencies, private foundations, corporations, and other funding sources.
- Staying updated on current trends and best practices in grant writing and funding opportunities relevant to higher education.
- Collaborating with the College administration and staff to understand the funding needs and develop comprehensive, compelling grant proposals.
- Writing and editing grant proposals, ensuring alignment with institutional goals and funder requirements.
- Developing budgets and financial plans in coordination with the finance department and project leads.
- Managing the grant application process from start to finish, including timelines, submissions, and compliance with grant guidelines.

- Maintaining detailed records of past, current, and pending grant proposals and reports.
- Serving as a liaison between the college and funding agencies.
- Assisting in the administration and reporting of awarded grants, ensuring compliance with funder guidelines and requirements.
- Monitoring grant-funded projects for performance and budget adherence.
- Preparing and submitting interim and final reports to funders as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree required.

### **OTHER QUALIFICATIONS**

Preferred qualifications include:

- Bachelor's degree in English, Communications, Public Administration, or a related field (Master's preferred).
- Minimum of 3-5 years of experience in grant writing, preferably in a higher education setting.
- Proven track record of successful grant proposals and funding procurement.
- Exceptional writing, editing, and proofreading skills.
- Strong research and analytical skills to identify and evaluate grant opportunities.
- Proficiency in project management, with the ability to handle multiple projects and deadlines concurrently.
- Knowledge of grant compliance, financial management, and reporting.

### **COMPENSATION**

\$47.42hr

### **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

### **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

\*\*Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

**CLOSING DATE**

Open until filled

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.