

**Position:** Grants Manager

**Department:** Government & Community Relations

**Reports to:** Vice President for Government & Community Relations

**Job Summary:** Responsible for maximizing government, foundation and corporate institutional support for operating and capital projects that reflect – and will advance – the College’s strategic plan. Primary responsibilities include building a robust grant planning program from proposal to funding, and from compliance to fulfillment. As an institutional and interdepartmental position, the Grants Manager is required to proactively and collaboratively work with other offices College-wide, including, but not limited to, Academic Affairs, Development and Finance.

**Duties and Responsibilities:**

- Identify and promote to appropriate internal stakeholders, potential sources of grant funding from government agencies, foundations and corporations.
- Collaborate with faculty and administrators on the development of competitive grant proposals and budgets; coordinate the completion and timely submission of all grant applications.
- Ensure that all grant applications submitted on behalf of the College have approval from the appropriate departmental chair and divisional vice president.
- Interface with principal investigators, project directors and the College’s Finance Department to ensure effective post-award management, compliance and fulfillment.
- Maintain records of all proposals submitted by the College and all grants received; prepare stewardship reports as necessary.
- Establish and maintain productive relationships with representatives from public and private grant making institutions.
- Keep abreast of regulations that pertain to grants, as well as new developments in the grant making field.
- Serve as a College’s Authorized Organizational Representative when submitting grants electronically (via Grants.gov, Fastlane, etc.).

**Qualifications:**

- Bachelor's degree required; Master's degree preferred.
- Five years of experience with proposal development, preferably in a higher education setting or a comparably complex not-for-profit organization.
- Demonstrated ability to research and assess potential sources of grant funding through a variety of electronic resources and foundation/corporation contacts
- Familiarity with New York State, New York City and Borough of Brooklyn funding opportunities preferred.
- Knowledge of application for indirect cost adjustments and regulations related to grant fund compliance.
- Ability to analyze and communicate funder and regulatory requirements to relevant stakeholders.
- Team-player and detail oriented.
- Ability to work some nights and weekends, as well as limited travel is required.

- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus is required.

**About St. Francis College:**

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).