

Job Description

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Job Posting Notice

Job Details	
Job ID:	299981
Business Title:	Grants Manager
Civil Service Title:	COMMUNITY COORDINATOR
Title Classification:	Non-Competitive
Job Category:	Finance, Accounting, & Procurement
Career Level:	Experienced (non-manager)
Work Location:	350 Jay St, Brooklyn, NY
Division/Work Unit:	Budget and Financial Planning
# of Positions:	1
Title Code No:	56058
Level:	00
Proposed Salary Range:	\$ 60,000.00 - \$ 75,000.00 (Annual)

Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Grants Manager in the Fiscal Bureau and Grants Analysis Unit.

The Fiscal Bureau manages the primary financial functions of the agency with responsibility of planning and monitoring the agency's \$100 million budget (FY16), which supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices annually; and monitoring its financial health by reviewing financial statements and audits. We are seeking a high energy self-motivated individual who is results-driven and adept at relationship management. A successful candidate will possess the abilities to plan, implement and evaluate a comprehensive grant seeking effort based on agency goals, opportunities and priorities.

The Grants Manager's duties and responsibilities include, but are not limited to:

- Maintenance of existing portfolio of grants and funding levels, monitoring external and internal changes which would change funding levels. Grow agency's portfolio of grants, working to identify potential grant opportunities with key internal personnel to determine appropriateness of fit.
- Oversight and review of pre and post-award activities to assure budgetary appropriateness, financial reporting accuracy, and compliance of grant expenditures to applicable funder guidelines and governmental directives. Establish mechanisms for preparing, managing, and monitoring project expenditures and ensuring budgetary integrity and control.
- Management of the agency's grant application process. Establish the timeline and required elements of each proposal, ensuring that all deadlines are met and assuming final full preparation and submission of the grant manuscript.
- Implementation of standards, policies and procedures to ensure compliance with Federal, State and private regulations governing grants. Collaborate with external agencies and internal personnel to ensure compliance. Identify, mitigate, and resolve complex compliance related risks and issues in a timely manner.
- Maintaining relationships with funders and staying abreast of all agency notices and updates, as well as upcoming changes in regulatory rules in connection with all post-award matters. Analyze and fully assess impacts of changes for KGDA, including the need for written communications, updates and changes in policies, procedures and business processes.
- Forecasting expenditures on all grants, tracking expenditures and reconciling grant budgets and expenditures annually.

Minimum Qual Requirements

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- The successful candidate will have at least one to two years' experience with grants management, with demonstrated experience in grant writing. Additional experience in budgetary planning/management, financial analysis and/or public policy analysis is helpful.
- Candidate should possess strong quantitative and analytical skills and the ability to communicate verbally and in writing. Excellent computer skills are necessary including expertise and familiarity Crystal Reports, FMS and Microsoft Excel.
- Also preferred are candidates with excellent interpersonal skills with proven ability to effectively interact with all levels of the organization; an ability to work independently and meet deadlines; and strong organizational skills with attention to detail.

To Apply

To apply click the "Apply Now" button. We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 08/15/2017

POST UNTIL: 08/24/2017

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