

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Staff Analyst (NM) Per-Diem</u>	Salary:	<u>\$31.16 - \$48.52</u>
Title Code:	<u>1002A</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Administrative Staff Analyst (NM) Per-Diem</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning Division/Development</u>		

Job Description

Grant writer will:

- Write compelling narrative for letters of inquiry, grant proposals, and reports to foundations, corporations, and government.
- Conduct research, collect data and develop background information for proposals.
- Assist with compiling requests for submission including budget materials for applications and ensure accuracy and compliance with submission requirements.
- Conduct prospect research to identify new program and funding opportunities with an understanding of agency goals and priorities.
- Assist with preparing talking points and concept papers for meetings and events, and be prepared to present.

Minimum Qualifications

A master's degree from an accredited college in business or public administration, management science, psychology, sociology, human resources development, political science or a closely related field and two years of satisfactory full-time professional experience in management or methods analysis, operations research, organizational research or program evaluation, social services program planning/evaluation or in a related area; 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or a baccalaureate degree from an accredited college and four years of professional experience in the areas described above including the 18 months of executive, managerial, administrative or supervisory experience, as described above.

Preferred Skills

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Minimum of Bachelor's degree, preferably in English, Journalism or related field; and 2-3 years of relevant experience are required. Excellent writing, analytical, and research skills are essential. Candidates must be able to conduct themselves in a professional manner, work independently, be self-motivated, detail oriented, and highly-organized. They must be able to work under pressure and with tight deadlines. A high level of computer literacy is required, including familiarity with Microsoft Office, Raisers Edge and Foundation Center databases. Candidates must possess the ability to take the initiative and be able to seek and synthesize information and communicate in a compelling and succinct manner. A solid understanding of budgets as they relate to proposals and grants is also a must.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #166460

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#166460

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: September 10, 2014	Post Until: Filled	JVN No. 125-15-10-CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER