

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> NM
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$60,000-\$70,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Researcher/Grant Writing Specialist	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Office of the Commissioner	<b>Number of Positions:</b> 3
<b>Job ID:</b> 188431	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has a fantastic career opportunity for experienced Grant Writers to support the Chief of Staff and the Grant Writing Unit. This integral position is part of the DOC's reform agenda and will provide successful candidates a unique opportunity to gain an in-depth understanding of the organization's program operations. Under general supervision and with latitude to exercise independent judgment, the incumbents will be responsible for conducting research for various grant sources and potential funding sources; responding to request for proposals (RFP's); collecting data and developing background information for grant proposals; coordinating and writing various grant proposals to secure funding for the DOC varied programs and initiatives; coordinating grant requests for submission, including letters, proposals, budgets, and presentations; managing, monitoring and tracking grant applications submitted and programs funded; developing a diversified network of funding sources; establishing lists of possible initiatives and programs that the department will seek funding for; prioritizing projects to keep multiple projects moving in a timely manner; meeting deadlines and managing supplemental material required for proposals. Incumbents will also be expected to familiarize with departmental programs, goals and financial needs; manage a grants calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports; perform routine follow up with grant-making organizations; persuasively communicate the department's mission, goals and programs to potential funders; establish and maintain business relationships with foundation contacts and program staff; and perform related duties.

**Qualification Requirements**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies; communications; english or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; 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

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above

**Preferred Skills**

Minimum of 2 years experience with grant writing, funding prospect research and proposal development in a government or non-profit environment;  
Superior writing, grammar, communication and research skills, with emphasis on proposal and grant writing;  
Ability to write clear, articulate, well-structured and persuasive proposals;  
Excellent time management skills; ability to manage multiple projects and effectively set priorities and meet deadlines;  
Ability to track assignments with a project plan and manage projects from beginning to end;  
Demonstrated ability to manage a portfolio of funders and demonstrated success securing funding;  
Ability to work independently and as an effective member of a team;  
Microsoft Office (Word, Excel, Outlook, PowerPoint) and online database advanced proficiency;  
Certified Grant Writer (CGW) credential is a plus.

**Residency Requirements**

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.

**To Apply:**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#:188431.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 188431

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

**Post Date:** 03/26/2015

**Post Until:** 04/17/2015