

# Grants Manager

2020-7263

2 months ago

US-NY-New York    **Department** Global TIES for Children    **School/Division** Abu Dhabi NY Campus (AB1001)    **Compensation Grade** Band 52

**Union** N/A    **FT/PT** Full-Time    **Category** General Office Administration

## Position Summary

This role will work directly with the Associate Director of Research Administration to support the overall financial, administrative and grant activities of the Center. This role will serve as a liaison between the Global TIES team in Abu Dhabi and New York to ensure synergy.

Cover letter is required.

## Qualifications

**Required Education:**  
Bachelor's Degree in Business/Public Administration, Psychology or related field of study

**Preferred Education:**  
Master's Degree preferred

**Required Experience:**  
5+ years of experience with grants budget development, management, and implementation, or the equivalent combination of education and experience.

**Preferred Experience:**  
Budget management experience at NYU preferred

**Required Skills, Knowledge and Abilities:**  
Working knowledge of Microsoft Office Suite programs, including Excel and Access Excellent organizational skills. Demonstrates time management and priority setting skills. Performs work independently with minimal supervision. Demonstrated written communication skills. Proficient in English written and verbal communication skills.

**Preferred Skills, Knowledge and Abilities:**  
Basic familiarity with HTML

## Additional Information

NYU aims to be among the greenest urban campuses in the country and carbon neutral by 2040. Learn more at [nyu.edu/sustainability](#).

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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