

**NYC OFFICE OF THE MAYOR  
MAYOR'S OFFICE OF CRIMINAL JUSTICE**

**Position Title:** Grants Manager  
**Job ID Number:** 28898  
**Location:** New York, New York

**ORGANIZATIONAL PROFILE:**

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy.

**JOB RESPONSIBILITIES:**

The Grants Manager, under the supervision of the Budget Director, manages a number of criminal justice grants (with a particular emphasis on the grants associated with pretrial services). Job responsibilities include, but are not limited to:

- Monitor all grants that are administered by MOCJ. Duties include supporting the grant application process, coordinating with outside agencies and organizations, monitoring awards, tracking expenditures, retaining audit-ready documentation, and regularly reporting to various funding authorities;
- Coordinate with MOCJ fiscal staff, the Comptroller, the Office of Management and Budget, and other outside entities to facilitate the acceptance of funding and appropriate submission of vouchers and payment;
- Develop policies and procedures as necessary;
- Assist with the coordination of site visit and audit responses;
- Negotiate and review all reimbursement requests for appropriateness, and ensure that MOCJ and sub-recipients are in compliance with established MOUs and administrative and financial policies and procedures;
- Assist in the preparation of expense and revenue budgets for MOCJ by working with the Budget Director to process budget modifications and review contract budgets;
- Develop tracking systems and projections that evaluate fiscal impact to agency operations;
- Write briefs, reports and analysis for internal and external purposes.

**MINIMUM QUALIFICATIONS REQUIREMENTS:**

- Bachelor's degree and a minimum of three years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field, or a Master's degree in Business, Public Administration, Economics, Finance or a related field, and one year of relevant experience.

**PREFERRED SKILLS/QUALIFICATIONS:**

- Bachelor's degree in Finance, Accounting, or a related field is required. A Master's degree in Finance, Accounting, Economics or a related field is preferred.
- A minimum of three years of full-time experience (or 18-months with the Mayor's Office) in grant management, auditing, financial analysis, or a related field;
- Strong proficiency in Excel and Word, required;
- Experience in grant, contract and budget monitoring, preferred;
- Strong organizational, analytical, proofreading and writing skills;
- Solid understanding of internal control concepts with the ability to evaluate and determine the adequacy of controls;
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work both independently and within a fast-paced and team environment, pay close attention to detail, meet deadlines and work well under pressure;
- Maintaining an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

**SALARY:**

Commensurate with experience

**TO APPLY:**

Submit a cover letter, resume, and three (3) references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment.  
The City of New York and the Office of the Mayor are Equal Opportunity Employers.**

For current job opportunities in the NYC Mayor's Office visit: [Office of the Mayor Jobs](#)

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