

Position: Grants Manager

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. To ensure effective results, the office draws on various disciplines, such as behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

JOB DESCRIPTION: The Mayor's Office of Criminal Justice executes its mandate through a diverse array of projects that span government agencies at the city, state and federal levels and may include non-profits, foundations, community groups and others. The Grants Manager, under the supervision of the Budget Director, manages the grants portfolio of the office, and performs core budget and operations duties as assigned. Job responsibilities include, but are not limited to:

- Monitor all grants that are administered by MOCJ. Duties include facilitating 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;
- Seek out funding opportunities and the tracking of state and federal allocations;

- 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.

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:

- Strong proficiency in Excel and Word, required.
- Experience in grant or budget monitoring.
- Strong organizational, analytical, proofreading and writing skills.
- Experience in developing and enforcing compliance measures.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure.
- Excellent interpersonal and communications skills, including the ability 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 cjcresumes@cityhall.nyc.gov with “**Grants Manager**” in the subject line.

New York City Residency Within 90 Days of Appointment
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