



NEW JERSEY STATE LIBRARY
Affiliated with
THOMAS EDISON STATE UNIVERSITY

Notice of Vacancy
Issue Date: October 25, 2021

Job Title: Grants Manager
Salary Range: X98
Department: New Jersey State Library
Location: 185 W. State Street, Trenton, NJ 08608

The New Jersey State Library, affiliated with Thomas Edison State University, connects people with information and resources through its service to NJ libraries, the state legislature and government employees, Thomas Edison State University staff and students, and registered borrowers. Thomas Edison State University provides distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality, collegiate learning and assessment opportunities. One of New Jersey's senior public institutions of higher education, the University offers associate, bachelor's, master's and doctoral degrees in more than 100 areas of study. At Thomas Edison State University and the New Jersey State Library we embrace a diverse and dynamic workforce that drives innovation, learner success and organizational growth. We welcome you to apply to be a part of our team.

Description:

Reporting to the Chief Operating Officer, the Grants Manager is responsible for the development, writing and submission of grant proposals to federal, state and private entities to help meet program objectives or expand the activities and services of the New Jersey State Library. The position is also responsible for the development and preparation of new State-Library administered grant programs to New Jersey's public libraries.

Examples of Work:

- Research and identify new funding opportunities from public and private sources;
- Prepare grant proposals or serve as team lead/project manager with State Library staff for managing complex proposals, including monitoring proposal deadlines and managing proposal submissions;
- Administer and monitor grants received, including meeting reporting requirements, in collaboration with other State Library staff;
- Develop Requests for Proposals, grant applications and reporting templates for new State Library-administered grant programs;
- Coordinate grant application review process with both internal and external reviewers;
- Conduct pre-award risk assessments and other grantee compliance/monitoring activities;
- Implement new online Grants Management System to be used by applicants, reviewers and internal staff including the development of forms, procedures and communications; responsible for end-to-end ownership of system.
- Plan, develop, and provide training and continuing education to the New Jersey library community on grant-related topics including researching grant opportunities, grant writing skills and grants administration;
- Establish and maintain effective communication and cooperative working relationships with State Library staff, other state agency and university representatives, library support organizations, government and private organizations and/or the public in order to accomplish the objectives of the State Library.
- Contribute to the development of public relations materials relating to the section or program.
- Participate in conferences, seminars or meetings representing the State Library as required.
- Initiate and plan meetings, seminars and workshops.
- Establish and maintain essential records and files.

Knowledge, Skills and Abilities:

- Demonstrated ability in grant and proposal writing;
- Demonstrated knowledge of methods, practices and procedures for obtaining information about corporate, foundation and governmental grant programs;
- Strong written and verbal communication skills, including public speaking skills;
- Excellent organizational, interpersonal and networking skills;
- Understanding of and ability to prepare project budgets;
- Demonstrated leadership skills;
- Ability to work independently and as part of a team.

Requirements:

Education: Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree in a field related to the responsibilities of the position to be filled or equivalence as determined by the appointing authority.

Experience: Four years of grants management experience required; experience working in libraries and/or knowledge of current trends and developments in the library field preferred.

NOTE: As a condition of employment, you are required to provide proof of full COVID-19 vaccination. If you are unable to be vaccinated against COVID-19 for medical or religious reasons, you will be required to submit a waiver request.

How to Apply:

Resumes and applications for this position will only be accepted online through ADP Workforce Now at <https://workforcenow.adp.com/public/index.htm> by logging into your established account, selecting the **MYSELF tab > TALENT > CAREER CENTER**.

Thomas Edison State University is an Equal Opportunity/Affirmative Action Employer



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