

Town Grant Development Director

Town of Northfield

Northfield, MA (pop. 3,000), a charming, historic rural community in Franklin County, is seeking a seasoned, communicative, and collaborative Grant Development Director. This right-to-farm community is primarily residential and has a beautiful historic Main Street with a business district and many recreational sites throughout Town.

The successful candidate should possess a degree in planning, economic development, public administration, or related Liberal Arts field. The successful candidate should possess demonstrated skills in areas such as grant writing, community engagement, municipal/economic development, communications, intergovernmental relations, and preferably a general knowledge of small-town government, as well as high interpersonal skills and a strong belief in transparency, consensus building, and a team-oriented organizational approach.

Salary: Two-year, grant funded position starting at \$75,000 with benefits and expenses, as well as a defined salary increase in year two. Expectation that position will become town funded in the future. The job description is posted on the town website at northfieldma.gov.

For additional information please contact Andrea Llamas, Town Administrator, allamas@northfieldma.gov. Résumés, in confidence, by 4:00 January 17, 2024 to: Northfield, MA – Town Grant Development Director Search, 69 Main Street, Northfield, MA 01360. Northfield is an EOE/AA employer. **ELECTRONIC SUBMISSION in a single PDF PREFERRED:** allamas@northfieldma.gov

Town of Northfield, Massachusetts
Job Description

Position Title:	Grant Development Director	Grade Level:	
Department	Administration	Date:	12/19/2023
Reports to:	Town Administrator	FLSA Status	Exempt

Statement of Duties Position provides professional management and administrative functions for grant development, application and administration. Will be expected to apply for, manage, and submit reports for relevant grant opportunities to include economic planning and development. Perform a variety of administrative and public relations functions related to grants proposed and funded. Work with the Town Administrator, town businesses, and collaborating organizations or groups of residents to achieve the goals of grants and funded projects.

Supervision Required: Employee will work with the Town Administrator on grant development to establish long and short-range plans and objectives, performance standards and accountability for results.

Confidentiality: Employee has access to some municipal confidential information in accordance with the State Public records Law.

Supervisory Responsibility: None

Judgment: Responsibilities require the use of extensive judgment and ingenuity to perform work within the guidelines of both the funder and pertinent town policies, general principals, legislation, and/or directives.

Complexity: The work consists of grant-related functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs, and reporting to the Town Administrator within the municipality.

Work Environment: An office and laptop is provided in the Town Hall. The work environment involves the everyday discomforts typical of offices, with occasional exposure to outside elements. As the Town Hall is a public building downtown, noise or physical surroundings may sometimes be distracting, but conditions are generally not unpleasant. As needed for grant-related activities, including applying for, implementing, and reporting on results, the Employee will need to attend some evening meetings, as often as monthly, possibly including Select Board meetings, Planning Board meetings, public forums and informational sessions when necessary.

Nature and Purpose of Relationships: In the course of grant development and administration, the position has frequent contact with the public at meetings, in person, on the telephone, via fax machine, e-mail and in writing. This contact will include grant-related interpreting and explaining of Town priorities, rendering services, providing information and assistance, and resolving problems. Position has contact with town boards and departments, Town Administrator, various agencies and organizations, the media and consulting firms. The purpose for contact includes grant-related coordinating activities, giving or receiving information and assistance, interpreting, and explaining grant-related town operations, resolving problems, or responding to inquiries related to grant priorities being developed, applied for and managed.

Grant Development Director
2023

Town of Northfield, Massachusetts

Job Description

Works with Town Boards and Committees, including the Planning Board, Conservation Committee, Energy Committee, Historical Commission, Open Space Committee and the Agriculture Commission as a professional liaison as needed for grant development and management.

Accountability: Grant-related duties involve primary responsibilities that could result in town monetary gains or losses, legal repercussions, labor/material costs, jeopardize programs and potential danger to public safety. Consequences of errors, missed deadlines or poor judgment could have effects on the municipality's ability to deliver services and the public's confidence in the town government.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Employee may be required to work beyond normal business hours in order to meet grant deadlines, in response to emergency situations or to attend evening meetings related to grant activities.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Works at the direction of the Town Administrator to collaboratively develop grant priorities.
2. Develops, organizes, and facilitates planning processes to identify converting ideas into grant opportunities; and support proactive planning efforts to anticipate and meet grant submission cycles as well as identify new sources of grant funding. Maintain grant dashboard.
3. Writes and submits grant applications, and oversees the management and implementation of such grants once awarded, including reporting and financial requirements.
4. Presents and promotes development projects to the public, elected officials, and outside agencies; develops professional liaisons, maintaining effective community relations and communication between the Town, public and private funders, and various economic development organizations and agencies.
5. Participates with a variety of boards, commissions, committees, and teams as needed, including attending afternoon and evening meetings as necessary.
6. Provides status on pending and funded grant projects; prepares and presents reports including those for Town Administrator, Select Board or other boards as necessary.
7. Works closely with regional planning agencies, including the Franklin Regional Council of Governments and other organizations, on planning and development of grant opportunities.

Town of Northfield, Massachusetts
Job Description

8. Conducts public meetings as needed to solicit public response, provide explanation of projects; educates the public through media reports, public meetings and presentations.
9. Attends and participates in professional grant-development group meetings; stays abreast of new trends and innovations related to economic development programs and grant opportunities.
10. Attends special events related to grant projects of major importance to the Town.
11. Informs public of grants and economic development projects through public outreach, including but not limited to writing press releases and communicating with local news sources.

Recommended Minimum Qualifications:

Education and Experience: A candidate for this position should have a degree in Planning, Economic Development, Public Administration, or related Liberal Arts field. A minimum of 2 years of relevant experience in grant writing, community engagement, general municipal experience, or a degree in related field and 5 years relevant experience, or an equivalent combination of education and experience.

Special Requirements: Driver's License (the typical Class D Motor Vehicle Operator's License)

Knowledge, Abilities and Skill

Knowledge: A candidate for this position should have knowledge of the following:

- Identifying grant opportunities for town (public) applicants, or in collaboration with private funders
- Developing grant priorities

Skill: A candidate for this position should have the skill:

- Grant writing and administration
- Effective written and verbal communication, public speaking, facilitation and customer service, public transparency
- Consensus building and dispute resolution
- Office procedures, equipment, and modern software applications

Ability: A candidate for this position should have the ability:

- To perform single and multiple tasks simultaneously
- Read and interpret legal, technical, and statistical information; and prepare and present reports
- Read and interpret plans, and present concepts to the public through tables or other figures (e.g., maps, concept sketches, photography)
- Ensure that all voices are heard and to represent the unrepresented perspective
- Balance economic development with community concerns and needs
- Work closely with others

Town of Northfield, Massachusetts
Job Description

- Be able to work independently

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Minimal physical effort is required to perform the essential functions of the position.

Motor Skills: Duties are largely mental rather than physical, but the job will require the application of basic motor skills to perform activities such as operating a motor vehicle, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and word processing. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms and to sit, talk and hear for extended periods of time

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes. The employee is rarely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approved: 12/19/2023 (updated)