

Community Grants Coordinator - (210003L0)

Official Title: Program Coordinator III

Functional Title: Community Grants Coordinator

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Apr 15, 2021, 4:41:39 PM

Number of Openings: 1

Salary: \$63,780.86 - \$92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Community Grants Coordinator coordinates programmatic aspects of the Housing Choice Initiative, Gateway Housing Rehabilitation Program, Community Planning and Rural Development Fund and administers the grants in collaboration with fiscal staff.

The Community Grants Coordinator will report directly to the Deputy Director who serves as a liaison to state government for providing technical assistance and training for communities on planning, municipal management, community and economic development, land use, and growth management.

The Community Grants Coordinator participates as a member of the Division of Community Services including assisting with the Community One Stop for Growth consolidated review process and Community Development Block Grant (CDBG) application review.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Prepares grant application and other materials for the Housing Choice grant program, Gateway Housing Rehabilitation Program, and Community Planning and Rural Development Fund. Coordinates application review process and recommendations for awards. Participates in the Community One Stop for Growth consolidated application process. Oversees assigned grantee contracts and activities in collaboration with fiscal staff. Ensures compliance with applicable state and federal requirements and policies. Provides technical assistance and training on program eligibility, funding, operations and implementation. Maintains program files and correspondence.
2. Designs and prepares training and information materials such as program guidance and summary reports regarding program activities.
3. Assists Deputy Director with special projects and additional duties including, but not limited to: role in application review processes, programmatic planning, policy documentation and consistency review of programmatic decisions and policies.
4. Plans, coordinates and participates in technical assistance and training activities to communities on planning, municipal management, community and economic development, land use, and growth management and grant program specific topics.
5. Acts as point of contact for municipal officials to state government by providing information on available programs, resources and regulations.

6. Represents the Department at meetings, seminars, workshops, and conferences.
7. Coordinates functions with other Unit/Division/Department staff to provide organized assistance to communities.
8. Reviews and evaluates grant applications to ensure that the selection of projects meet stated criteria and objectives.
9. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. A minimum of four years of work experience in community or economic development activities is preferred.
2. Familiarity or knowledge of municipal operations is required; municipal experience is preferred and may be volunteer experience.
3. Experience in program development, provision of grants and technical assistance to, municipalities, community-based organizations, and/or state/local relations are desirable.
4. Ability to meet deadlines within close time constraints.
5. Ability to work independently and as a part of a team.
6. Willingness to accept supervision and direction while exercising some discretion in daily responsibilities.
7. Ability to understand, explain and apply management practices for effective and efficient operations.
8. Ability to communicate effectively in oral and written expression.
9. Familiarity with automated database applications and/or management information systems preferred.
10. Ability to identify planning and community development issues and concerns in grantee organizations and communities, and to work with appropriate Unit/Division staff in addressing their resolution.
11. Ability to evaluate reports and programs.
12. Please Note: On-site visits to municipalities and occasional evening work in municipalities may be necessary as part of regular requirements of the position, including making presentations to local/regional Boards or Committees.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days (by 04/29/21).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie Lalli - 6175731254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210003L0>