



Employment Opportunity
RECOVERY GRANT SPECIALIST

An exciting opportunity exists to play an instrumental role in Berkshire County's pandemic recovery efforts. Berkshire Regional Planning Commission (BRPC), as the fiscal agent for a group of region-wide entities, seeks a collaborative yet self-motivated individual to identify and secure federal and state grant funds for municipalities, non-profit organizations, schools, and businesses to aid in pandemic-related recovery and rebuilding efforts. This position will collaborate with a wide range of Berkshire County interests.

The primary areas of focus will be supporting an interactive, web-based repository of grant information, researching grant opportunities to share with potential applicants, and overseeing training programs for grant-seekers. With selected opportunities, this position may serve as primary author of high-priority applications. The position will be supported by an advisory committee that will oversee implementation efforts, with representation from 1Berkshire, Berkshire Bank, Berkshire Black Economic Council, Berkshire Taconic Community Foundation, Berkshire United Way, and others.

The successful candidate must demonstrate strong research, analytic, and writing capabilities, the ability to communicate effectively in person and virtually, and the ability to work collaboratively and provide leadership across a wide spectrum including engagement with diverse regional stakeholders, non-profit organizations, businesses, legislators/staff, and municipal staff and officials. A strong background in MS Office Suite is required. Working knowledge of WordPress and/or web-based database software is preferred.

Minimum requirements: BA/BS degree, with master's degree in public administration, organization development, planning, or related field strongly preferred, with at least four years of increasingly responsible experience, preferably at the local or regional level. May be substituted with direct experience. Recognition from a professional grant writing program preferred. Requires valid license allowing operation of a vehicle in MA. This position will require in-person contact with Berkshire County organizations and personnel. Experience working in Berkshire County is strongly preferred.

Compensation is commensurate with experience within a range of \$32 -\$50/hour. This is intended to be a full-time (35 hrs./wk.) fully benefited position. Depending on responses a full-time position may be substituted with several part-time, unbenefited roles. Selected individual(s) will be required to provide their own workspace. This position is partially state funded and subject to approval through the state budget process, expected after July 1. This position is intended to start soon after July 1 but will remain open until filled. Applications for part-time work will be accepted throughout the year.

BRPC is a regional planning agency serving Berkshire County in Western Massachusetts, providing direct technical assistance to its 32 member municipalities with economic, environmental, public health, transportation, and community development projects.

Submit cover letter, resume/CV, and a 1-page writing sample to info@berkshireplanning.org. Include Recovery Grant Specialist in the subject line. No phone calls. A position description, more information about the initiative and BRPC is available at berkshireplanning.org/about/employment-internship-opportunities/. EOE/Smoke- and Drug-free Workplace. 1 Fenn St., Suite 201, Pittsfield, MA 01201.