

# BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

## PART I: ORGANIZATIONAL INFORMATION

<b>Position Title</b> Recovery Grant Specialist	<b>Effective Date of Position Description:</b> August 1, 2022 or September 1, 2022
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## PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all positions of this type within BRPC. **Specific responsibilities and requirement for individual staff persons are described in PART III.**

### The main responsibilities of this position are:

#### 1. Program / Project Responsibilities:

The Grant Specialist serves as a staff lead person for multiple complex projects. Responsibilities include:

- Program / project development, including conceptual development of possible projects, coordination with funding agencies or sources; coordination with project partners, including municipal officials; and insuring consistency with prior initiatives, efforts and plans;
- Project implementation, including working with stakeholders, completing project scope of work, and completing project close-out to satisfaction of community, funding agencies, and other stakeholders;
- Project and contract management which includes project budget development and management; project scheduling; development, coordination and leadership of project teams; timely project invoicing; project record keeping;
- Development of follow-up activities resulting from projects, including subsequent phases or other high priorities for the community or other stakeholders.

#### 2. Overall Agency Responsibilities:

- The Grant Specialist assists senior management in the overall functioning of the agency which may include some of the following activities:
  - Assistance with the development and monitoring of components of the agency budget;
  - Provide staff support to agency committees;
  - Provide leadership to ongoing outreach activities, such as the agency newsletter and the website;
  - Provide leadership in developing and administering education and training to local elected officials and municipal staff in their area of expertise;
  - Provide leadership to oversee the organization and management of the agency's material related to their area of expertise;
  - Supervision and guidance to junior staff persons and interns on specific projects;
  - Communication and coordination with Supervisor and other members of the agency Management Team;
- The Grant Specialist represents the agency and serves as a spokesperson for BRPC and its programs and policies, particularly with federal, state, regional and local governments, agencies and organizations.
- The Grant Specialist participates in the development of BRPC policy and procedural initiatives.
- The Grant Specialist provides technical assistance and guidance to other agency initiatives as well as responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.

**The minimum qualifications for this position are:**

Education or training:

BA or BS with master's degree strongly preferred, with at least four years of increasingly responsible experience. May be substituted with direct experience.

Special licenses, registration, or certification:

- Valid driver's license allowing operation of a motor vehicle in Massachusetts.

Knowledge, skills, and abilities of this position:

- Strong research and analytical skills, with specific ability to analyze complex public policy issues and to formulate recommendations;
- Ability to plan and manage completion of multiple projects on time and within budget;
- Excellent communication skills, especially the ability to write effectively, to provide guidance to local officials and boards, and provide clear explanations and instructions to other BRPC staff;
- Ability to foster a strong team, defined as joint action by a group of people, in which each person subordinates his or her individual interests and opinions to the unity and efficiency of the group to arrive at a stronger and better collaborative outcome or product;
- Strong background and skills in a variety of public participation and education techniques;
- Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion;
- Ability to conduct field work and to participate in public meetings in all parts of the region utilizing personal vehicle;
- Must have working proficiency in Microsoft Office programs.

**PART III. DETAILED POSITION DESCRIPTION**

<b>Name (Last, first, middle)</b> Vacant	<b>Start Date:</b> Effective date: Aug. 1 or Sept. 1, 2022
<b>Position Title</b> Recovery Grant Specialist	<b>Title of Supervisor</b> Economic Development Program Manager

**This section contains a description of the main responsibilities and requirements for this specific position that are in addition to those described in PART II.**

**Definition**

This position is to enhance the securing of federal and state grant funds for Berkshire County municipalities, nonprofit organizations, schools and businesses to aid in COVID-19 pandemic-related recovery and rebuilding efforts as well as to make strategic investments to strengthen and expand the region's economy, communities and educational opportunities. The main elements to this position:

- Establish and support an online repository of grant information
- Facilitate capacity building efforts for potential applicants
- Facilitate the development of proposals to support the best use of recovery funds
- Coordinate and align technical assistance services being provided by partner organizations
- Coordinate an advisory committee that informs and oversees the design and implementation of this effort

**Work Environment**

Compensation is commensurate with experience within a range of \$32.00 - \$50.00/hour. This is intended to be a 1FTE full-time (35 hours per week) fully benefited position. Depending on responses a 1FTE position may be substituted by a combination of several part-time unbenefited positions. This position will require frequent in-person contact with Berkshire County organizations and personnel. The selected individual(s) will be required to provide their own workspace. This position is partially state funded and is subject to the approval of funds through the state budget approval process, expected soon after July 1, 2022. This position is intended to start soon after July 1, 2022 but will

remain open until filled. Applications for part-time work will be accepted throughout the year.

### **Responsibilities**

The main responsibilities listed below are intended only as illustrations of the various types 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.

### **Resources**

1. Continually research funding opportunities related to economic recovery efforts from the COVID-19 pandemic, including but not limited to the American Rescue Plan Act (ARPA), the Infrastructure Investment and Jobs Act (IIJA), Bipartisan Infrastructure Law, (BIL). Research is to be conducted on federal opportunities and state opportunities using these funds or related supplemental funding bill(s). Contact and follow up leads with granting agencies.
2. Oversee the development of and maintain an interactive, web-based platform that summarizes the opportunities by sector, specifies eligible applicants, synthesizes guidelines and application requirements, and links to source information.
3. Identify high-value grant opportunities and proactively distribute to potential applicants, either directly or through partner organizations.
4. Develop and maintain a consistent outreach effort to market the online resources and provide regular updates to a wide range of potential users. This includes establishing a brand for this effort and coordinating with Regional Stakeholders, including but not limited to 1Berkshire, Berkshire Bank, Berkshire Black Economic Council, Berkshire Education Resources K-12 (BERK12), Berkshire Taconic Community Foundation, Berkshire United Way, and the Nonprofit Center of the Berkshires on the distribution of materials.
5. Coordinate an advisory/governance committee that informs and oversees the design and implementation of this effort.

### **Capacity Building**

6. Develop training programs on government grant writing and other capabilities needed to apply for and administer government grants. This includes identifying capacity building needs, identifying potential trainers, and coordinating and conducting training sessions (on-line and in-person.)

### **Proposal Development**

7. Reviews and evaluates potential grant opportunities. Recommends priority opportunities to a diverse group of stakeholders in the region.
8. Coordinates with a wide range of diverse stakeholders to provide a variety of grant related assistance. Stimulates and facilitates collaboration between stakeholders who are working towards the same goal.
9. Contributes to a planning framework for best use of recovery grant funds. Reviews state, regional, and local plans and priorities to align those priorities with potential grant sources and potential applicants.
10. With selected opportunities and as time allows, may serve as primary author of targeted, high priority funding application(s).
11. With selected opportunities and as time allows, may review draft grant applications to ensure quality, accuracy, and completeness and to ensure proposed applications comply with local, state, and federal laws.

The minimum qualifications for this specific position are:

1. Education or training:

BA or BS with master's degree strongly preferred in public administration, organization development, planning or closely related field, with at least four years of increasingly responsible experience, preferably at the local or regional level. May be substituted with direct experience.

2. Special licenses, registration or certification:

- a. Recognition from professional grant writing program preferred.
- b. Valid driver's license allowing operation of a motor vehicle in Massachusetts.

3. Knowledge, skills and abilities of this position:

This position should possess the following knowledge, skills and abilities:

- a. Demonstrated experience in identifying, applying for, and receiving grants from public and private sources;
- b. Strong research and analytical skills, with specific ability to analyze complex bureaucratic or administrative requirements;
- c. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals;
- d. Strong knowledge of and familiarity with Berkshire County non-profit, business, and municipal landscape;
- e. Skills and experience managing and administering web-based databases;
- f. Strong administrative skills with the ability to handle administrative requirements in an efficient and effective manner;
- g. Ability to provide leadership across a wide spectrum including engagement with regional partners and stakeholders, legislators and legislative staff, municipal staff and officials, and agency staff;
- h. Ability to plan and manage completion of multiple projects;
- i. Excellent written communication skills, especially the ability to write effectively, to provide guidance to others;
- j. Excellent verbal communications skills, particularly the ability to translate technical information and concepts to others in a comprehensible manner and to communicate with a wide range of constituents;
- k. Strong background and skills in a variety of public participation and education techniques;
- l. Ability to lead and to participate in group meetings;
- m. Ability to solve problems effectively, efficiently, and creatively utilizing sound judgment;
- n. Must have working proficiency in Microsoft Office programs.

(Additional Comments by Employee)

PART IV: SIGNATURE LINES

We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_

Executive Director's signature \_\_\_\_\_

Date \_\_\_\_\_