

# **MassHire Metro South/West Workforce Board**

## **Resource Development Manager**

Marlborough, MA

Full-time

Salary: \$60,000.00 to \$70,000.00 /year

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### **GENERAL SUMMARY OF DUTIES**

The Resource Development Manager is responsible for developing proposals and letters of intent to secure grant funding or charitable donations to support employment related programs through the MassHire Metro South/West Workforce Board. Duties of this position include the full range of activities required to prepare, submit, and manage grant proposals, including conducting grant prospect research, writing proposals, completing reports, and management of all grants. Under the supervision of the Executive Director, this role requires collaboration with the MassHire Metro South/West Workforce Board's youth program director, One-Stop Career Center management, and numerous workforce partners.

### **ESSENTIAL DUTIES OF THE JOB**

- Coordinate the development, writing, and submission of grant proposals and letters of intent to third-party entities
- Identify, define, and develop funding sources to support existing and potential future programs/projects
- Monitor public and private postings of Requests for Proposals in corporate, government, and foundation funding in areas that intersect with the MassHire Metro South/West Workforce Board's mission
- Conduct extensive research into prospective funding opportunities and assess the appropriateness, eligibility, and competitiveness of MassHire Metro South/West Workforce Board submission
- Compile, analyze, and report data on the performance and outcome measures of funded program activities; periodically monitor grant performance goals between reporting periods
- Maintain a system to carefully track all grants and manage all deadlines
- Manage mandatory reporting processes for all grants, including periodic and final reports, and renewal applications submitted to funding agencies
- Maintain a database of grant opportunities, submissions, and grant outcomes; submit summary report on grant status to leadership team on a regular basis
- Establish strong working relationships and excellent communication channels across all MassHire Metro South/West Workforce Board's partner contacts, in order to accurately reflect programs and ensure organizational compliance with grant requirements



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Outstanding written and verbal communication, grammar, and editing skills, with acute attention to detail
- Exceptional organizational and project management skills
- Computer proficiency with all MS Office suite products (especially MS Word and Excel), and basic database entry and data analysis; experience with foundational databases is a plus
- Strong research, analytical, and budget development skills
- Ability to manage time and multiple projects effectively to meet ambitious internal and external deadlines in a timely manner;
- Excellent interpersonal skills and the ability to work well collaboratively, as well as independently, in a team environment
- Ability and desire to work in a fast-paced, ever-evolving, and data-driven nonprofit environment
- Knowledge of and strong interest in workforce development.
- Creativity, optimism and a sense of humor
- Authorization to work in the United States is required

## **EDUCATION/EXPERIENCE**

- Bachelor's degree required; master's degree preferred
- Minimum of 3 years of successful grant writing, planning or resource development experience
- Experience writing federal grants preferred
- Experience with workforce development systems preferred
- Experience with National Dislocated Worker Grants preferred
- Experience in economic development preferred
- Experience in a municipal or nonprofit environment is a strong plus
- Experience with youth employment programs is a strong plus

## **PHYSICAL DEMANDS/WORKING CONDITIONS**

Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Work is performed in an office environment.

## **ORGANIZATIONAL OVERVIEW**

The MassHire Metro South/West Workforce Board, as part of the statewide network of employment professionals, supports the regional economy and brings together resources in order to develop a skilled workforce, now and for the future.



COMMUNITY PARADIGM ASSOCIATES, LLC

In accordance with the Workforce Innovation and Opportunity Act, members of the MassHire Metro South/West Workforce Board are business and community leaders, prominent educators and organized labor officials. They create innovative systemic change initiatives for target groups and industry sectors.

Serving 43 cities and towns in the Metro South/West region, the board works as an intermediary—bringing together businesses and public institutions to find and implement solutions to labor market problems and advocate for policy change while developing workforce strategies for the communities of the region.

The MassHire Metro South/West Workforce Board is committed to recruiting, hiring, and sustaining a diverse workforce. All qualified individuals, regardless of race, color, national origin, religion, gender expression, sexuality, age, disability or veteran status, are strongly encouraged to apply. The MassHire Metro South/West Workforce Board is an EEO/AA/ADA/ADEA employer based in Marlborough, Massachusetts.

Continued availability of this position contingent on federal and state program funding, grants and donations.

## **How To Apply**

Interested applicants should send cover letters and resumes, in confidence, via email to:

**[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)**

**Subject: Resource Development Manager**

Please submit a single PDF containing both cover letter and resume.

Questions regarding the position should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
**[BLynch@communityparadigm.com](mailto:BLynch@communityparadigm.com)**  
978-621-6733

