

JOB POSTING

Mill Town Foundation is a private operating foundation based in Pittsfield, Massachusetts. We are dedicated to empowering and revitalizing the Pittsfield community and surrounding region in the Berkshires. **Our mission** is to improve the quality of life and drive sustainable change through strategic investments, collaborative partnerships, and community-driven initiatives. These sustainable and growth-minded goals are achieved through programs and initiatives that are executed through our five major focus areas: Arts & Culture, Education & Capacity Building, Health & Wellness, Neighborhoods, and Outdoors.

Mill Town Foundation is seeking a highly organized and proactive **Grant & Program Administrator** to join our dynamic team. Reporting to the Program Manager of Mill Town Foundation, the Grant & Program Administrator will support the daily administrative functions and the programmatic operations of the foundation. This role requires strong organizational skills, excellent communication abilities, a passion for community development, and a commitment to social impact.

Key Responsibilities:

Administration:

- Manage the full lifecycle of the grants process, from application to reporting.
- Develop and update grant guidelines, application forms, and evaluation criteria.
- Conduct outreach to potential grantees, providing technical assistance and support throughout the grant application process, ensuring compliance with grant terms and objectives.
- Maintain accurate records of grants and prepare reports for internal and external stakeholders.
- Assist in the preparation of annual budgets and financial reports.
- Perform other duties as assigned by the Program Manager.

Program Management:

- Support the development and implementation of community-focused programs in alignment with the foundation's strategic goals.
- Collaborate with community partners, nonprofits, and stakeholders to identify community needs and opportunities.
- Monitor and evaluate the impact of programs, ensuring alignment with objectives and adjusting as necessary.
- Prepare and present program reports to the Program Manager.

Community Engagement:

- Foster relationships with community organizations, funders, and stakeholders to enhance collaboration and partnerships.
- Represent the foundation at community events, meetings, and forums.
- Communicate the foundation's mission, vision, and impact to diverse audiences.

Other Details:

- This is an in-office position. Remote options are available after one year of full-time employment.
- Transportation to the office and site visits at locations throughout the community are the employee's responsibility.

Qualifications:

- Bachelor's degree in public administration, nonprofit management, social sciences, or a related field.
- Strong understanding of the grantmaking process, including proposal evaluation and monitoring.
- Excellent project management, communication, and interpersonal skills, with the ability to manage multiple priorities and maintain relationships with diverse stakeholders.
- Minimum of 3-5 years of experience in program management and/or grants administration, preferably in a nonprofit or philanthropic organization.
- Proficiency in grant management software and Microsoft Office Suite.
- Demonstrated commitment to community development and social impact.

Benefits:

- Compensation and benefits package based on experience and qualifications. Candidates can submit resumes to vicky@milltowncapital.com