

TOWN OF MILLINOCKET

Community Initiatives Director

The Town of Millinocket is seeking a driven self-starter to take on, manage and see through a wide range of community initiatives and grants.

The position will take on the important role of initiating and coordinating the many grants and projects introduced by and/or involving town leadership and partners. This essential role will ensure that additional capacity and support is provided to various town departments, including seeking funding opportunities. Reporting directly to the Town Manager, the position will demand, but is not limited to, the following:

- Grant writing and reporting
- Working with, coordinating, and completing existing/pending initiatives
- Building and maintaining relationships with partner organizations
- Other duties assigned by the Town Manager

Qualifications: Bachelor and/or master's degree desired in a relevant field. At least 3 years of proven grant writing abilities, managing multiple projects at once and demonstrated ability to work collaboratively with a wide range of stakeholders is required. Salary and benefits to be negotiated.

Resume may be dropped off, mailed, or emailed to the Human Resource Department at humanresource@millinocket.org. Human Resource, Town of Millinocket, 197 Penobscot Ave., Millinocket, Me. 04462. Phone 207-723-7000 x5, Fax: 207-723-7002 EEO/AA