

TOWN OF MILLINOCKET

Community Initiatives Director

The Town of Millinocket is seeking an experienced grant writer with project management skills to take on a wide range of community initiatives and grants. The Community Initiatives Director (CID) will initiate, and coordinate grants and projects introduced by and/or involving town leadership and partners. The CID will be responsible for researching, synthesizing, and writing grant proposals for American Rescue Plan Act (ARPA) funding, opioid settlement funds, infrastructure funds, and more.

Reporting directly to the Town Manager and working with the Town Treasurer, the position will demand, but is not limited to the following:

- Grant writing, project implementation and reporting
- Overseeing, coordinating and completing existing/pending initiatives
- Coordinating with interns in various capacities within the town
- Building and maintaining relationships with partner organizations
- Working with department heads to support their operations
- Attending relevant trainings, conferences and webinars
- Maintain and accomplish a running list of goals and needs developed by the Council

Qualifications: At least 3 years of proven grant writing abilities and project management experience. Demonstrated ability to work collaboratively with a wide range of organizations and stakeholders is required. Experience with the federal grant management system a plus. Bachelor and/or master's degree desired in a relevant field.

Salary range based on experience: \$40,000-\$50,000 plus benefits

Please forward resume to humanresource@millinocket.org or mail to ,197 Penobscot Avenue, Millinocket, Me. 04462. Deadline is November 12, 2021, at 3:00p.m. Any questions please call Interim Town Manager, Richard Angotti at 207-723-7000 x5.

EOE/AA