

## **Position: Grant Project Administrator for the New London Alliance Neighborhood Preservation Program**

Main Street Burlington (“MSB”) is seeking a highly motivated and qualified candidate for a grant administrator position. The Administrator will report to the board of MSB in making financial decisions related to the Neighborhood Preservation Program (“NPP”) grant to ensure grant stipulations and agreements are met. The Administrator will ensure all deadlines are met, including oversight of interim and final reporting deadlines to MSB and the State of New Jersey.

### **Responsibilities:**

- Overseeing and executing accounting-related reporting tasks (budgeting, expense tracking, revenue accruals, etc.) and operational oversight of grant-funded projects.
- Ensuring effective and timely stakeholder communication of grant progress, compliance with grant parameters, and completion all compliance reporting per established deadlines.
- Developing and managing processes and tools utilized for grant project management.
- Reporting to the MSB Board, acting as a liaison between the MSB Board, the New London Alliance (“NLA”), and the City of Burlington (“City”). This includes convening meetings of the NLA to provide input on the selection, prioritization, and budgeting of NPP grant-funded projects. It also includes communicating MSB and City priorities whilst seeking to engage community members in the entire process from ideation to implementation.
- Taking action to ensure that the NLA membership is truly representative of the diversity of the New London district and that NLA meetings create a safe space where marginalized voices are heard.
- Attending all MSB board meetings and reporting on planned and completed activities, project status, and requests for reimbursement prior to submission to the city.

### **Requirements for the Grant Project Administrator**

- Bachelor’s degree preferred.
- Creative problem-solver with strong communication and group facilitation skills, attentive to group dynamics, and committed to empowerment and inclusivity.
- General business knowledge and knowledge of the historic district of the City of Burlington.
- Proven ability to take initiative and work independently, consulting with appropriate parties as needed.
- High degree of organization and attention to detail are required.
- Demonstrated experience working with community-based organizations and diverse stakeholder groups
- Ability to meet face to face and follow up with grant recipients.

The Grant Project Administrator position is a 1099 contractor position with a 6-month term and offers a stipend of \$2,500/month.

To apply, please send a resume and cover letter to [info@msbnj.org](mailto:info@msbnj.org) by 6/19/2023.

Main Street Burlington is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We celebrate unique differences because that is what drives curiosity, innovation, and the success of our endeavors. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by state and/or local laws or regulations. Accommodations are available for applicants with disabilities.