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MERRIMACK VALLEY WORKFORCE INVESTMENT BOARD
POSITION VACANCY NOTICE
(OPEN TO IN AND OUT OF HOUSE CANDIDATES)

POSITION TITLE: **RESOURCE DEVELOPMENT MANAGER**

REPORTS TO: **MVWIB EXECUTIVE DIRECTOR**

JOB GRADE: **5 (non-union)**

HIRNING RANGE: **High \$40,000 – Low \$50,000**

POSITION SUMMARY:

The Resource Development Manager will have primary responsibility for research, identification, development, writing and generation of proposals for new and ongoing programs and business opportunities in keeping with MVWIB goals and objectives. The Resource Development Manger will identify and cultivate relationships with public and private funding sources to sustain and increase programmatic and financial support for the MVWIB and its system partners. When so assigned by the Executive Director, the Resource Development Manager will also assist other MVWIB, Career Center or DGA staff in the development and/or review of Requests for Proposal for formula funded or other procurement activities. The Resource Development Manager will prepare marketing and press releases regarding new funding awards and ongoing grant activity. The Resource Development Manager will also assist the Executive Director with Board communications.

DUTIES AND RESPONSIBILITIES:

- Research, plan, design and seek funds for programs or projects. Carefully and quickly prepare and write grant applications and proposals for new initiatives.
- Lead discussions identifying current employment and training resource needs, potential grant opportunities.
- Research and analyze existing and emerging workforce training needs.
- Coordinate and manage collaborative proposal and project development with other entities.
- Participate as assigned in maintenance of existing grants and projects.
- Create and maintain a funding resource data base for use by regional partners and post it on the MVWIB website.
- Ensure all grant applications are submitted on time and with all required content.
- Follow up on all grants submitted for feedback and technical assistance.
- Create successful applications for funding designed to increase non-formula financial resources for MVWIB and Partner entities.
- Review all RFP's released by MVWIB, VWCC or DGA for accuracy.

- Provide MVWIB and VWCC with a semi annual review and analysis of the current labor market.
- Develop materials and presentations as directed to promote the mission and projects of the MVWIB and partner agencies. Materials may include reports, articles, editorials, pamphlets, brochures, newsletters or power point presentations.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelors Degree in Business, Public Administration, Management, Political Science, Planning, Education, Psychology, or a related field.
- Minimum of three years grant writing and/or organization development experience, the major responsibilities of which included the successful development and maintenance of a development system, grant writing, and the generation of revenue over a period of time.
- Understanding of law, regulations and requirements of federal formula and other grants under the oversight of the MVWIB.
- A minimum of three years professional experience in employment and training programs and projects or programs providing services to disenfranchised youth and adults who are in need of services to address educational or other barriers to successful employment.
- Experience in program design and implementation preferred.
- Outstanding written and oral communication skills essential.
- Ability to work as part of a team and to coordinate efforts of various partner agencies required.
- Proficiency in Word, Excel and Power Point required.
- Strong analytic and problem solving skills essential.
- Ability to travel to meetings, conferences and other related events as required.

POSTING DATE: Friday, August 6, 2010

APPLICATION DEADLINE: Thursday, August 19, 2010 @ 4:00 p.m.

PLEASE SUBMIT RESUME TO: Beverly Stopyra,
Human Resources Coordinator
Division of Grants Administration
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-EQUAL EMPLOYMENT OPPORTUNITY-