



Massachusetts Growth Capital Corporation
Position Description
Competitive Grant Manager

Reports To: Neil Martin, COO/CFO

Basic Function:

- Working within the Community Group at MGCC, responsible for managing the process of development and administration of any competitive grant programs that MGCC manages.
- Work in development of and assistance to micro lenders, and participate in marketing MGCC to minority and women owned businesses, trade groups, community development corporations and associations, while assisting with small business financing needs.

Illustrative Duties

- Administer MGCC grant and RFP processes in a transparent, equitable, and results-oriented manner.
- Refine and improve procedures for developing criteria, dissemination procedures, and selection and evaluation processes.
- Prepare regular reports regarding process and results for each grant program.
- Plan and execute, in coordination with others, marketing efforts to ensure underserved communities across the state are aware of potential MGCC assistance through administered programs, management assistance and lending operations.

Qualifications

- Experience with competitive award processes.
- Commitment to delivering needed management assistance to under-served small businesses, including women and minority owned small businesses.
- Excellent written and verbal presentation skills, with exceptional attention to details.
- Ability to work both independently as well as in team collaborations.
- Thorough understanding of Program Management; ability to work effectively under pressure to meet tight deadlines and goals.
- Strategic sense of how to navigate among competitive stakeholders.
- Ability to recognize business operational and management issues and to discuss in a helpful manner with company management
- Documented experience with small business finance including working knowledge of financial statements.
- Must be prepared to travel statewide as required.

Please submit cover letter and resume by email to: jobs@massgcc.com

No phone calls will be accepted.