



Community Programs Associate
Massachusetts Growth Capital Corporation - Charlestown, MA

Job Description:

Massachusetts Growth Capital Corporation (MGCC) is seeking a skilled and motivated *Community Programs Associate* to join its team full-time. Under the direction of the Chief Community Programs Officer, the Community Programs Associate will support various grant programs. This position will have the primary responsibility of reviewing grant program documentation, assisting with compliance review processes, and initiating award payment requests of multiple programs, and requires outreach to a portfolio of 150+ organizations and businesses. This position requires strong relationship skills.

This position will work closely with the Chief Community Programs Officer, the Communications Department and Accounting Department. The ideal candidate will possess a strong attention to detail and organizational skills, process mindset, and the ability to effectively lead document review and management independently.

Key Responsibilities:

- Verify required grant documentation through pre-award, post-award reports, and closeout certification process.
- Ensure compliance with grant program guidelines requirements by working directly with program grantees to monitor and resolve reporting discrepancies and issues.
- Initiate award payments requests and work closely with the accounting department to ensure that all payments are processed.
- Support the drafting of requests for funding proposals, program memos, and presentations to higher-level management for program approval.
- Assist in the creation of program applications and forms.
- Generate program reports to provide a view of individual program progress and outcomes.
- Aid in gathering data for audits.
- Other job-related duties as assigned.

Qualifications:

- Bachelor's degree in Business Administration, Project Management, or Economics.
- Proven experience (2+ years) in project management, contracts management, compliance administration, or a related role.
- Proficient in MS Office (Excel, PowerPoint, Word etc.)
- Demonstrated ability to work independently, manage time effectively, and exhibit self-motivation toward work.
- Ability to reconcile expense reports.
- Ability to manage data and ensure its accuracy and integrity.
- Work collaboratively with cross-functional team members.
- Excellent problem-solving skills to address data-related challenges and improve processes.
- Effective communication and collaboration skills.

About Us:

Massachusetts Growth Capital Corporation (MGCC) was established in 2010 under Chapter 40W of the Massachusetts General Laws, as an independent quasi-public agency that is overseen by the Commonwealth's Executive Office of Economic Development. MGCC is a resource for small businesses seeking growth capital devoted to making nontraditional business loans and administering grants by working with financial institutions, community development corporations and non-profits. Through these collaborations the agency helps create jobs and foster economic growth across Massachusetts.

Why Join Us:

- Competitive salary and benefits package, including health, dental and life insurance, employer-paid vision insurance, employer-contribution retirement plan, paid vacation and a student loan paydown plan
- Hybrid-schedule (2 days/week in Charlestown, MA office)
- Opportunities for professional development and career growth
- A collaborative work environment

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to jobs@massgcc.com. Please include "Community Programs Associate Application" in the subject line.

MGCC is an Equal Opportunity and Affirmative Action Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.