



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Grant Administrator, Planning & Development, Full Time (37.5 Hours)**

We are seeking a skilled Grant Administrator to be part of the Planning and Development team. The Grant Administrator will be responsible for research, prospecting and writing proposals to foundation, private, federal and state agencies in support of new initiatives and existing programs. Researching and maintaining a library of relevant statistics and data for use in proposals to support program needs is necessary. Working to understand program goals and outcomes in order to articulate the funding needs in grant applications and proposals is a key competency of this position. Creating and maintaining a grant calendar and planning time accordingly to meet deadlines for review and submission is essential.

### **Qualifications:**

- Bachelor's Degree required, advanced degree preferred;
- Experience in professional writing and research.
- Excellent verbal and written communication skills.
- Experience in data collection and reporting.
- Proficiency in Microsoft Office and ability to learn and utilize data bases used by the agency.
- Attention to detail is essential.
- Ability to learn core programs and desired outcomes.
- Demonstrated ability to foster and maintain cooperative relationships
- Ability to work and thrive in a fast-paced environment
- Ability to work collaboratively with program managers and administration to complete funding applications that align with strategic direction of the agency.
- Strong experience with a mission driven non-profit organization preferred

This is a full-time position (37.5 hours/wk). Part-time (30 hours/wk) may be considered. The salary range for this position is in the mid \$40,000s pending experience and education. Excellent benefit package includes health, dental, life, 403(b) retirement plan with Agency contribution, Flexible Spending Account, voluntary benefits, paid holidays, vacation, personal and sick time.

Please include a cover letter and resume to:

Human Resources  
Worcester Community Action Council  
484 Main Street, Suite 200  
Worcester, MA 01608  
Or via email to: [hr@wcac.net](mailto:hr@wcac.net)

WCAC is an equal opportunity employer.

**Resumes must be received by February 8, 2019.**