



MISSISSIPPI MAIN STREET
ASSOCIATION

DIRECTOR OF GRANTS & SPECIAL PROJECTS

Overview

Founded in 1984, the Mississippi Main Street Association (MMSA) is a 501(c)(3) non-profit organization that serves as Mississippi's statewide coordinating program for Main Street America. The mission of the Mississippi Main Street Association is to serve as a catalyst for the preservation and economic revitalization of Mississippi's historic downtowns and districts. MMSA currently serves over 50 local Main Street programs in Mississippi, including 48 Designated Communities. For more information about MMSA, please visit our website at www.msmainstreet.com.

Job Description

The Director of Grants and Special Projects provides leadership and coordination for the development, writing, administration, and management of grants and other funds for the Mississippi Main Street Association (MMSA). The Director of Grants and Special Projects works to acquire and administer federal, state, regional, local, and private sector funding to support MMSA and its member communities. In addition, the position manages the implementation of all special projects for MMSA, including reporting, record keeping, compliance, financial management, closeout documentation, and administration. The Director of Grants and Special Projects reports to the Executive Director and will represent MMSA in its member communities and provide technical assistance to communities.

Duties and Responsibilities

- Collaborate with the MMSA staff and board of directors to successfully compete for grant funds in support of both new and enhanced programs and services for MMSA and its member communities.
- Develop and maintain strategic partnerships with governmental agencies, private sector entities, educational institutions, economic development entities, community foundations, and other potential funders.
- Serve as MMSA's point of contact for special projects with funding agencies, subcontractors, local program directors, local elected officials, and the public.
- Work with the Executive Director to establish long-term funding goals and develop an annual plan for the submission of grant proposals.

- Research and identify potential sources of funding that would allow MMSA to expand its capacity to serve its member communities.
- Prepare, write, edit, complete, and submit high quality, competitive grant applications, proposals, and supporting documentation (i.e., budgets, narratives, research, letters of support) for project funding.
- Develop and implement an effective grants management system to ensure timely and successful implementation in accordance with grant terms and conditions.
- Maintain compliance with all funding agency requirements, including accurate record keeping, financial management, and the drafting of agreements, subcontracts, and other documents as necessary for successful project implementation.
- Travel to MMSA member communities to implement and evaluate projects.
- Participate in weekly meetings with MMSA staff to coordinate program activities and ensure effective and timely project implementation.
- Provide bi-monthly reports on the progress of grant applications and grant-funded projects to the MMSA Board of Directors.
- Provide technical assistance to MMSA member communities in the areas of grant writing, project management, and grant fund development.
- Actively participate in other organizational activities including, but not limited to, board of directors' meetings, strategic planning sessions, directors' trainings, community visits, program evaluations, staff retreats, professional development, annual budgeting, and policies and procedures review, among others.
- Assist the Director of Communication and Marketing with communication, training, education, and public relations related to grant writing and project accomplishments.
- Assist the Director of Community Development with annual program evaluations.
- Perform other duties as assigned by the Executive Director.

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Three (3) years of professional work experience directly related to the job duties in the areas of grant proposal development, project administration, and compliance.
- Demonstrated success as a principal writer of funded grants.
- Excellent written, verbal, presentation, public speaking, and organizational skills.
- Ability to work a flexible schedule to meet deadlines, which may include overtime, weekend, and/or evening hours.
- Ability to plan, organize, and work independently and within a team environment.
- Ability to work in a setting requiring self-motivation and cooperative decision-making.
- Ability to manage time efficiently and meet strict deadlines while maintaining meticulous attention to detail.
- Ability to maintain a valid Mississippi driver's license.

Preferred Qualifications

- Master's degree from an accredited college or university in a related field, such as accounting, architecture, business administration, city planning, community development, economic development, engineering, historic preservation, landscape architecture, and/or public policy and administration.
- Five (5) years of professional work experience directly related to the job duties in the areas of grant proposal development, project administration, and compliance.

Location

MMSA is headquartered in Jackson, MS, but this position is available to work remotely from any place within the State of Mississippi. Periodic daytime travel and overnight travel to Mississippi communities is required as part of this position.

Salary and Benefits

This is a full-time, exempt position with a salary range of \$50,000-\$70,000, depending on experience and qualifications. MMSA offers excellent benefits, including health insurance, life insurance, a 3% employee match retirement plan, and the ability to earn the Main Street America Revitalization Professional (MSARP) credential. Other benefits include ten (10) paid holidays and paid personal and medical leave. In addition, a monthly stipend is available to offset home office expenses.

EEO Statement

MMSA is an Equal Opportunity Employer. MMSA does not discriminate against any applicant for employment, or any employee, because of age, color, sex, disability, national origin, race, religion, sexual identity, or veteran status. All employment is decided on the basis of qualifications, merit, performance, and business needs.

How to Apply

To apply, please follow the application link at www.msmainstreet.com/careers where you will be able to upload your cover letter, resume, references, salary requirements, and a list of previously funded and/or administered grants.

On the list of previously funded and/or administered grants, please include the following information: recipient organization, project name, funding agency, grant program, grant amount, project start date, project end date. Also on the list, please indicate whether you were you the lead grant writer and/or the lead project administrator.

The position will remain open until filled and the first review of applications will begin on **Monday, May 23, 2022.**