



## Grants and Operations Manager

Grafton Regional Development Corporation (GRDC) is the economic development nonprofit entity serving all of Grafton County, working to support our communities by growing businesses and job creation. This full-time position reports to the Chief Executive Officer of GRDC and is based at the Enterprise Center at Plymouth (ECP). The ECP is a 10,000-sf business incubator and office building located at One Bridge Street (on the northeast corner of Plymouth's Main Street rotary).

GRDC offers businesses and entrepreneurs coworking memberships, office space, conference room rentals and business education and skills-building programs. In addition to the incubators in Plymouth (the ECP) and Lebanon (Dartmouth Regional Technology Center), GRDC also operates a lending program to help small businesses thrive and support good jobs in our region.

### **Responsibilities:**

1. Primary staff member responsible for grant management including assisting the CEO in preparing applications, tracking expenses, data collection, reporting outcomes and client intake.
2. Assist CEO in annual budget preparation and general organizational operations. Work with bookkeeper, Treasurer, Finance Committee and Board on financial management and general operations.
3. Responsible for the overall facilities management of the Enterprise Center at Plymouth. Recruit new tenants, provide tours and pricing, prepare leases, track tenant payments, and cultivate positive tenant relations.
4. Supervise all aspects of building management including access/security, cleaning, service agreements and inspections, maintenance and repair, and renovation projects. On call for crisis management in building (outages, security issues, emergency repairs).
5. Monitor the operations budget and lead budget preparation for the ECP, including project estimates and efforts toward cost containment/building efficiency (ie: periodic evaluation of service agreements).
6. Maintain up-to-date list of contractors, service providers and suppliers.
7. Other duties as assigned.

### **Qualifications**

- Bachelor's degree or higher, some nonprofit management experience preferred
- Proficiency with Microsoft Office suite particularly Excel.
- Prior property management experience is desirable
- Community involvement in the Plymouth area and experience working successfully with diverse groups of people.
- Ability to work independently to meet goals.
- Valid driver's license required.

## Compensation

This is a full-time position with benefits, and compensation based on skills and experience. Would consider splitting into two part-time jobs in an appropriate situation.

## To Apply:

Please submit resume and cover letter it at the time of inquiry.