



Position Title: Grant Coordinator
Department: Administration
Reports to: The Town Administrator
Hours: 35 hours per week
Date: July 22, 2022
Salary: \$75,000

The Town of North Reading is seeking a motivated and collaborative individual to work under the supervision of the Finance Director in pursuing and matching grant opportunities to Town priorities. The Town of North Reading has multiple proposed, ongoing, and anticipated projects, and the ideal candidate will demonstrate the capability to pursue grant funding for these projects. The position will also be responsible for coordinating required reports to grant-issuing authorities. This position will work closely with department heads, other Town employees, and volunteer board/commission/committee members. Candidates should possess a Bachelor's Degree (Master's Degree preferred) and have more than 3 years related experience, or any equivalent combination of education and experience and a valid driver's license.

The FY 2023 general fund budgeted salary for this position is \$75,000. Interested candidates should send a cover letter and resume to jobs2@northreadingma.gov. The Town of North Reading is an Equal Opportunity Employer.