

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:



Grants Financial Specialist

SALARY: \$65,000 - \$75,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks to hire a Grants Financial Specialist (hereafter, Specialist) to provide budgetary oversight of a variety of state and federal grants the Municipal Collaboration Department implements. Specific duties include detailed monitoring of grant budgets, drafting contracts and purchase orders, reviewing invoices and reimbursement requests, as well as grant specific financial reporting at both the state and federal levels. This position will provide an excellent opportunity for responsibility, learning, and career growth. The Specialist will partner with the Municipal Collaboration Department's Director in this work. This position is an integral part of an interdisciplinary team that works to advance public safety initiatives, as well as to bridge the digital divide, throughout the Commonwealth.

About MAPC

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities involve sustainable development, advancing equity, regional collaboration, and creating a climate-friendly region. We are guided by our regional plan, [*MetroCommon2050: Shaping the Region Together*](#). MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC's Boston office.

MAPC strongly supports the professional development of every staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston. For more information about MAPC or MetroCommon2050, please visit www.mapc.org.

About the Municipal Collaboration Department

The Municipal Collaboration Department specializes in assisting local governments to work more efficiently at the local level, and to work regionally by partnering with each other and private entities such as hospitals and public safety associations to make our communities safer. Our statewide team of experienced professionals provides planning, procurement, budgeting, reporting, administrative, project development, and contractor, vendor and project management services for the following initiatives:

- Serves as fiduciary for the Commonwealth's four homeland security regions and associated regional advisory councils, managing grants from the U.S. Department of

Homeland Security via the Massachusetts Executive Office of Public Safety and Security (EOPSS). MAPC provides additional support to one of these councils, the Northeast Homeland Security Regional Advisory Council (NERAC), serving as the program manager and facilitator of that group.

- Serves as the Sponsoring Organization for the Region 3 Health and Medical Coordinating Coalition (HMCC), a regional collaborative effort designed to strengthen and promote emergency preparedness and response capabilities of the region's health entities and to share resources. This work is funded through the Massachusetts Department of Public Health - Office of Preparedness and Emergency Management.
- Oversees the Metropolitan Mayors Community Safety Initiative (CSI), a collaborative effort of 8 communities in the metropolitan Boston region. The CSI is funded by EOPSS and brings together regional law enforcement and prevention partners to combat youth violence and gang involvement through law enforcement, job training, and after-school programs.
- Implements MAPC's Apartment Wi-Fi Program, which is funded by the Massachusetts Broadband Institute at the MassTech Collaborative under the Municipal Digital Equity Partnership, to support public housing agencies and affordable housing developers to build free access Wi-Fi networks for residents.

We welcome to our staff team intelligent, thoughtful, and entrepreneurial professionals who are committed to improving the quality of life in Metro Boston and beyond.

Responsibilities (including but not limited to)

The Grants Financial Specialist will be responsible for the financial monitoring of the state and federally funded programs identified above. This oversight includes budget monitoring, reconciliation, and reporting, as well as the development and review of contracts, purchase orders, invoices and other required financial and legal documentation related to these programs. This is a position where attention to detail and the ability to multitask is key. The Specialist will work with other members of the team to ensure each completed project is in compliance with all federal and grant specific requirements.

Specific duties will include:

- Manage homeland security, HMCC, Shannon Grant, and MAPC's Apartment Wi-Fi Program budget spending to grant guidelines, monitoring and reviewing allocations of funds and grant balances;
- Draft contracts and purchase orders, using provided templates for MAPC's Apartment Wi-Fi Program and assist in this task as needed for the homeland security, HMCC, and Shannon Grant programs.
- Review vendor invoices and requests from municipal departments for backfill and overtime reimbursement for accuracy before payments are made and ensure appropriate use of funds with timely payment of all vendor invoices and reimbursement requests related to the homeland security, HMCC, Shannon Grant, and MAPC's Apartment Wi-Fi Program grants; and
- Complete MAPC's Apartment Wi-Fi Program and HMCC grant reporting requirements to ensure compliance and responsiveness to grant guidelines and requests.

Evening events, occasional weekend events, and travel throughout Massachusetts (approximately 1-2 times per month) are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver's license and/or the

ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account, and BlueBikes membership.

Qualifications

Candidates for this position should have a Bachelor's degree and a minimum of 2 years of relevant work experience such as financial oversight of state or federal grants **OR** a Master's degree and 1 year of relevant work experience.

Massachusetts Certified Public Purchasing Official (MCPPO) certification preferred.

The successful applicant will demonstrate all or most of the following skills:

- Knowledge of federal government grant processes and systems;
- Prior experience in public purchasing processes and budget management at the local or state level;
- Ability to proactively set priorities and multi-task without compromising attention to detail;
- Excellent time management, organizational, and project management skills;
- Ability to analyze and solve problems independently in a resourceful and innovative manner;
- Understanding of multi-step processes and how to work within them in a team environment;
- Ability to work independently and meet deadlines;
- Excellent communication skills (written and verbal);
- Ability to work with a wide variety of stakeholders;
- A professional demeanor and a positive "can do" attitude, with high customer service standards;
- Willingness to perform administrative functions as needed, such as filing, photocopying, and database management; and
- Advanced computer skills including working with MS Word, MS Excel, MS Outlook and Adobe.

Per MAPC COVID-19 Vaccine Policy, all employees must be fully vaccinated. This position will require the selected candidate to show proof of full vaccination against COVID-19, including up to date boosters. MAPC will consider reasonable extensions or accommodations as required by law.

Compensation and Benefits

The salary ranges from \$65,000 - \$75,000 depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a continued professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to

determine work eligibility in the United States. A Criminal Offenders Records Information (CORI) request must be completed if offered this position. A criminal record is not an automatic bar to employment at MAPC, but it will be reviewed in light of the position and other elements of an applicant's resume.

MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.