

MARBIDCO Agricultural Grants Associate
(Full-time)

Qualified candidates are sought for a full-time position that administers grant incentive programs and provides other programmatic and outreach support for a quasi-public (nonprofit) organization providing financial and business development assistance to agricultural and resource-based businesses in Maryland. The incumbent implements, coordinates and monitors the activities of assigned grant programs and participating agribusinesses. He or she will facilitate all aspects of the grant application process including reviewing applications to make sure they meet program requirements, present grants for committee approval, provide technical assistance to grantees, monitor grants for continued performance and compliance, provide outreach support, report on grant program outcomes, and conduct assessments on the impacts to helping the grantees' businesses.

Candidates should be well organized, self-motivated, and be able to work independently. Applicants must also possess excellent interpersonal, analytical, written, and oral communication skills; a good work ethic; and an aptitude for detail. The candidate must be able to manage several projects simultaneously, occasionally work flexible hours and travel around the State by personal automobile. The opportunity to work remotely outside of the Annapolis office is permitted two days per week.

Candidates must possess at least three years of experience and have a bachelor's degree in accounting, agriculture, business administration, finance, economics, environment, natural resources, or similar field of study. A Master's Degree in one of those subjects may substitute for one year of work experience. Prior work experience in grant program implementation or administration is desirable. A background in commercial farming, forestry, or seafood, or in urban agriculture or food systems work would also be desirable.

Candidates must also have experience with Microsoft Office software and be proficient using spreadsheet software. SALARY: Open, DOQ. EOE. For best consideration please respond by March 7, 2022.

To apply submit a resume, cover letter indicating a salary requirement, and three professional references to:

MARBIDCO
Attn: Grant Programs Position
1410 Forest Drive, Suite 21
Annapolis, Maryland 21403
Or Send Electronically to:
info@marbidco.org
NO PHONE CALLS PLEASE