



Regional Grant & Project Development Specialist

Position Type: Full-Time (35 Hours/Week)

Location: Litchfield, Connecticut (Hybrid Eligible)

Reports To: Director of Rural Health & Human Services

Join a Team Building Healthier Rural Communities!

The Northwest Hills Council of Governments (NHCOC) is seeking an innovative, collaborative, and highly motivated **Regional Grant & Project Development Specialist** to help shape the health and wellness of the Northwest Hills Planning Region and its residents.

The successful candidate will identify emerging community needs, transform ideas into actionable projects, build regional partnerships, and secure the public and private funding needed to improve the quality of life for nearly 125,000 residents across NHCOC's twenty-one municipalities.

The candidate should have an understanding and belief that health and wellness encompass more than just medical care and embrace a wholistic approach to addressing both the internal and external factors that impact the personal, financial and social well-being of a person and their community.

Working alongside municipal leaders, healthcare organizations, nonprofit agencies, schools, emergency responders, and state and federal partners, this position will play a key role in advancing initiatives that improve the Social Determinants of Health, strengthen local communities, and expand economic opportunities throughout the region.

If you enjoy solving complex problems, bringing people together, and turning innovative ideas into funded projects that make a measurable difference, we encourage you to apply.

Position Overview

The Regional Grant & Project Development Specialist will serve as NHCOC's lead resource for health and wellness related project development and grant procurement.

The position is responsible for identifying funding opportunities, facilitating regional collaboration, developing competitive grant proposals, and assisting municipalities and community partners in transforming local health and wellness priorities into grant-ready projects.

The Specialist will provide technical assistance to all twenty-one NHCOC member municipalities while supporting regional initiatives that improve health, housing, transportation, workforce development, emergency services, broadband access, behavioral health, environmental health, and other community priorities that influence Social Determinants of Health.

Continued employment in this position is contingent upon the availability of grant funding.

Essential Duties and Responsibilities

Regional Project Development

- Identify regional challenges and opportunities related to the Social Determinants of Health, including:
 - Housing, Transportation, Food security, Behavioral health, Healthcare access, Economic stability, public safety, Workforce development, Broadband and digital equity, Environmental health
- Build partnerships that strengthen regional collaboration and increase project competitiveness.
- Facilitate collaborative planning among municipalities, healthcare providers, nonprofits, educational institutions, emergency responders, and other stakeholders.
- Prepare project scopes, implementation strategies, timelines, budgets, and performance measures.

Grant Development & Funding Strategy

- Research federal, state, foundation, and private funding opportunities.
- Develop and maintain a regional grant opportunity calendar.
- Evaluate grant opportunities for eligibility, competitiveness, and alignment with community priorities.
- Prepare competitive grant proposals, budgets, narratives, work plans, and supporting documentation.
- Coordinate data collection and partner participation during proposal development.
- Develop letters of support, memoranda of understanding, and partnership agreements.

Municipal Technical Assistance

Serve as a grant development resource for NHCOC member municipalities by:

- Meeting with municipal officials to identify local priorities related to Social Determinants of Health.
- Helping define projects that are grant-ready.
- Assisting with project planning and grant readiness.
- Providing technical guidance throughout the grant application process.
- Connecting municipalities with regional partners and collaborative funding opportunities.
- Supporting compliance with funding requirements and reporting expectations.

Data Analysis and Research

- Research demographic, health, economic, and social data.
- Analyze community indicators related to Social Determinants of Health.
- Utilize GIS, census data, public health datasets, and community assessments to support project development.
- Prepare reports, presentations, and funding justifications.

Administrative Responsibilities

- Maintain grant and project records.
- Track project development activities and funding outcomes.
- Prepare reports for NHCOC leadership, committees, and funding agencies.
- Assist with program evaluation and performance measurement.

Minimum Qualifications

- Bachelor's degree in public administration, Public Health, Planning, Community Development, Business Administration, or a closely related field.

- Three (3) years of progressively responsible experience in grant writing, project development, strategic planning, economic development, nonprofit management, or related work.
- Demonstrated success in project development.
- Exceptional written and verbal communication skills.
- Strong organizational, analytical, and project management abilities.
- Ability to manage multiple priorities while meeting deadlines.
- Proficiency with Microsoft Office and standard business software.

Preferred Qualifications

Preference may be given to candidates with experience in one or more of the following:

- Federal grant programs (HRSA, USDA, CDC, HUD, FEMA, DOJ, SAMHSA, EDA, DOT, EPA)
- Municipal government or regional planning organizations
- Community or economic development initiatives
- Rural health initiatives
- Multi-sector partnership development

Physical Requirements

- Ability to travel throughout the Northwest Hills Planning Region.
- Ability to attend evening meetings when necessary.
- Valid Connecticut driver's license and reliable transportation.

Performance Expectations:

In the first year:

- Meet with all 21 Chief Elected Officials and identify at least one municipal or regional project that would help support each community.
- Identify potential funding sources and meet with potential funders to gain a comprehensive understanding of the programs.

- Bring together stakeholders and develop project details on a minimum of 5 projects to meet the needs of the region/municipality in a way that creates a competitive grant-ready proposal.
- As funding becomes available, apply for grant applications to secure funding that will advance these projects.

Salary Range

- **\$80,000 - \$85,000 annually, commensurate with experience.**
- Excellent fringe benefit package includes medical/vision and dental (self-insured annual reimbursement), 401a / 457 retirement plans, group term life insurance, short-term disability, generous vacation, holiday, personal and sick time, and professional development opportunities.

The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

About NHCOG

The Northwest Hills Council of Governments (NHCOG) serves twenty-one municipalities across Connecticut's Northwest Hills Planning Region by fostering regional collaboration, planning, and shared services. Through partnerships with municipalities, healthcare organizations, nonprofit agencies, educational institutions, and state and federal agencies, NHCOG develops innovative solutions that strengthen communities, improve quality of life, and promote economic vitality.