



Millennium Strategies is a grant writing and economic development planning firm that provides services to counties, municipalities, non-profits and corporate entities. Formed in 2005, Millennium has quickly established itself as one of the foremost grant procurement firms in the State of New Jersey.

Our grant services include topical research, writing, coordinating the submission and procurement of all state and federal grants in addition to outside revenue sources. Millennium Strategies is looking to fill the position of **Research Associate**. Responsibilities are as follows:

Research Associate

Location: Caldwell, NJ
Benefits: Full time employees receive a generous benefits package
Employment Type: Full-time
Description: Research Associate in a Grant Writing Firm

DUTIES/RESPONSIBILITIES:

Reporting to the Grant Managers, the Research Associate is responsible for:

- Research, identification, analysis, summarization and presentation of all potential grant opportunities for Millennium Strategies' clients;
- Providing general support for grant writing division, including research projects, as assigned;
- Preparing and organizing packets for weekly grants meeting including agendas, grant writing schedules and descriptions of new grant opportunities;
- Management of client account information for state and federal grants management systems, including log-on information and other client data;
- Preparing and distributing daily emails to all staff detailing essential updates and information for the day, week or month;
- Participating in quality control and editing processes, as needed;
- Completing client management support activities such as drafting generic resolutions, form letters and other documents;
- Performing activities as directed for assigned clients;
- Attending occasional client meetings or related events that encourage client retention or development. Some of these meetings may require driving and may be in the evenings or on weekends; and,
- Performing other related duties as assigned by supervisors.

QUALIFICATIONS:

- Bachelor's degree, Master's Preferred;
- Strong written and verbal communication skills, possess demonstrated research, writing and editing skills;
- Ability to analyze complex issues, summarize key findings and communicate findings in a clear and concise manner;
- Excellent organizational and time management skills, with attention to detail, accuracy and pacing;
- Superior computer literacy skills (e.g., Microsoft Office, Excel, Power Point);
- Previous experience in office setting preferred; and,
- Work requires continual attention to detail in preparing reports, entering data, processing information, establishing priorities and meeting deadlines.

IF INTERESTED:

Send cover letter, resume, references and writing sample to: Lisa Martinez at LMartinez@m-strat.com.