



**172 Bogner Drive
Newport, VT 05855
(802) 334-7779**



**1890 US Highway 8
Monico, WI 54501
(952) 888-7372**



Positions Title: GRANT WRITER / SPECIALIST

Type: Full Time – Salary

Report to: CFO

Join our growing business as a Grant Specialist to support our Sales team to provide support to our current operations throughout the United States & Canada. We are looking for an ambitious and detail-oriented candidate with a strong Finance background and experience in business financing to collaborate with our management team to ensure our continued growth.

Responsibilities:

- Managing the entire life cycle of grant proposals & business bids
- Develop a process on how to help customers to submit grant requests to various governmental agencies
- Implement a standard approach to improve efficiency
- Constantly searching for available grants
- Maintain strong business network
- Engage with all departments to obtain information necessary to complete responsibilities
- Collaborate with the finance team to ensure compliance for all sales and income tax requirements for US states and Canadian provinces as new laws are implemented
- Travel occasionally out of state and into Canada to visit other company sites
- Attend occasional trade shows and industry events to become more familiar with our products and competitors

Requirements:

- Bachelor's degree in Finance, Accounting or Marketing with 3 to 5 years' experience
- Proficiency in MS Office
- Must be highly knowledgeable in QuickBooks online
- Possess strong communication and interpersonal skills
- Must be strategic and team-oriented

We offer a compensation package including a competitive salary, flexible work schedule, health insurance, disability & accident insurance. Matching 401K and opportunities for professional growth and development.

To apply, please submit your resume and a cover letter explaining your qualifications and why you would be a great fit for this position.

This position requires physical presence 3 days per week with two days per week of remote work available, physical locations is in vicinity of **Newport Vermont**.

For consideration, please submit your resume to julie@trackinc.com