

TITLE	Economic Development Program Specialist
DATE EST	January 2025
OVERTIME	Exempt
SALARY	\$57,815, with opportunities for growth based on performance

PURPOSE OF POSITION:

Under the general direction of the Senior Project and Grant Manager and working closely with the Deputy Director of Economic Development and other Project Managers, the Economic Development Program Specialist will assist with activities to support, develop and deliver MCEDD’s grant management program and services, including grant research, grant writing and grant administration for MCEDD, its members and regional organizations. The Specialist will assist and provide project management support and support of other economic development projects, including the facilitation, identification, planning and implementation of economic development initiatives and activities.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Position assignments may vary depending on the organization’s needs.

- Research and secure funding from various sources, including public and private grants, to support projects and initiatives.
- Assist in the collection and analysis of data required by public and private grant funder applications and project development initiatives.
- Compile information on available grant and loan funding opportunities.
- Develop initial drafts of grant applications, prepare progress/status reports, final reports, and work plans as required.
- Develop metrics to track the success of economic development programs and ensure alignment with organizational goals.
- Coordinate with clients and affected local, state and federal agencies.
- Monitor project timelines, budgets, and reporting obligations to ensure successful completion of economic development initiatives.
- Develop, distribute, and promote marketing materials about MCEDD’s grant writing and administration services.
- Create guides, handouts, and presentations on grant writing, funding opportunities, and economic development resources to the public and potential partners.
- Assist with outreach activities: plan, organize, and facilitate workshops to educate local organizations and individuals on the fundamentals of grant writing and effective proposal preparation. Offer one-on-one or small-group mentoring to help local businesses, nonprofits, and governments understand funding processes and build their capacity for economic development projects.
- Offer technical assistance to assess initial needs of local businesses, nonprofits, and governments in understanding private and public funding processes to foster local capacity for economic development projects.
- Develop and manage the grant funding dashboard on the MCEDD website to provide easy access to grant data and resources.

AUXILIARY JOB FUNCTIONS:

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with staff, member organizations, and the general public.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Set goals and establish processes and procedures to accomplish the goals.
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:**Mandatory Knowledge and Abilities**

- Excellent verbal and written communication skills.
- Strong organizational skills.
- Current software skills (Microsoft Office, Adobe, Google).
- Proficiency in handling a limited number of projects without direct supervision.
- Demonstrated ability to establish and maintain effective professional working relationships with a variety of people, clients, volunteers, and employees contacted in the course of work, including people from diverse racial, ethnic and socio/economic backgrounds and those with disabilities.
- Demonstrated ability to prepare timely, clear, and concise reports with oversight.
- Ability to work both independently and in a team environment.
- Ability to organize, prioritize, and manage work assignments in an efficient manner.
- Demonstrated knowledge and understanding of community and economic development principles and practices.
- Consistent reliability.
- Flexibility and eagerness to learn new things.
- Positive “can do” attitude, especially to provide superb customer service.

Education, Licenses, and Certifications

Minimum of an Associate’s Degree with preference given to a Bachelor’s degree in planning, public administration, communications, public policy, planning, economics, business management, or related field and two years directly related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. A valid Oregon driver's license and access to a private vehicle or equivalent means of transportation will be a condition of employment for all employees whose work duties require, at any time, driving a motor vehicle.

Desirable Knowledge and Abilities

Previous experience in grant administration, preparing grant funding requests, and research. Ability to speak and write in Spanish.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility.

Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required at least 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Employee will be required to drive a motor vehicle to travel to various meetings. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Occasional evening meetings and moderate travel within the region may be required.

SUPERVISORY RESPONSIBILITIES:

None.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Grant and Project Manager.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.