PURPOSE OF POSITION:
Under the general direction of the Senior Project Manager and Executive Director, provides professional economic development, grants management, and project management services to members and regional organizations.

ESSENTIAL JOB FUNCTIONS:

CLIENT SERVICES

- Assist member entities with the funding/financing and completion of economic development improvements that may include business recruitment and relocation assistance, capital improvements, planning, financial feasibility analyses, industrial land development, cluster development, and other economic development priorities.
- Identify appropriate funding sources and prepare grant and loan applications, as appropriate.
- Organize, direct, and monitor project team members including assigning work plans and project goals and tasks.
- Coordinate and facilitate meetings with committees, boards, councils, commissions, civic groups, and the general public.
- Review and monitor work of project contractors and consultants.
- Maintain and track inventory of equipment, materials and supplies specific to projects.
- Prepare progress/status reports, final reports, and work plans as required, coordinating with clients and affected local, state and federal agencies.
- Provide business assistance services, as assigned, through the MCEDD loan servicing department, including assistance with the following: intake of applications, preparing and issuing payment invoices, maintaining client information and records, and preparing documents for closing.

OPERATIONS AND SUPPORT

- Ensure project compliance and budgeting, appropriate cost accounting, and other contract requirements.
- Maintain MCEDD and project websites to keep information current and relevant to agency projects.

RESOURCE DEVELOPMENT

- Market and promote MCEDD in order to retain and attract new business and projects for MCEDD.
- Make presentations to boards, councils, commissions, civic groups, and the general public describing MCEDD purpose, goals, and services to promote opportunities within the region.
- Serve as an advocate for MCEDD identified projects in Federal, Oregon, and Washington agencies in order to obtain and maximize funding opportunities.
- Participate in research, design, development and dissemination of marketing materials for MCEDD and contracted organizations.
- Respond to contacts from, or initiate contacts with member governments to identify, define and quantify economic development needs in such areas as public works, housing, recreation,
planning, infrastructure, transportation, roads, and other areas which meet the mission of MCEDD.

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 other District 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 REQUIREMENTS: Excellent verbal and written communication skills; current software skills; proficiency in handling a multitude of varied projects without much guidance; demonstrated ability to establish and maintain effective professional working relationships; demonstrated ability to prepare timely, clear, and concise reports; working knowledge of rules and regulations governing local government, state and federal/community development programs; ability to work both independently and in a team environment; consistent reliability; proficiency in project budgeting and fund management, and positive “can do” attitude, especially to provide superb customer service.
Equivalent to a Bachelor’s degree in public or business administration, economic development, 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.
SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver’s license.
DESIRABLE REQUIREMENTS: Previous experience in preparing grant funding requests, conducting public hearings, and project budgeting and accounting.

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.

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:
Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED:
Works under the general supervision of the Senior Project Manager or Executive Director.