

## ECONOMIC DEVELOPMENT COORDINATOR

### *GROWTH PARTNERSHIP FOR ASHTABULA COUNTY*

#### ABOUT THE ORGANIZATION

The Growth Partnership for Ashtabula County (Growth Partnership) is a 501(c) non-profit organization that serves as the lead economic development entity for Ashtabula County. Growth Partnership's work is dedicated to advancing growth and investment in Ashtabula County through business retention, expansion, and attraction partnerships that lead to the creation of high-quality job opportunities for all residents. Our work is targeted on four key segments of development:

- Business Retention & Expansion
- New Business Attraction
- Workforce Development
- Marketing and Community Outreach

The Growth Partnership for Ashtabula County is led by the Executive Director who is overseen by a Board of Directors.

#### DESCRIPTION AND RESPONSIBILITIES

You can do impactful work and love what you do with the Growth Partnership. We are an organization that succeeds because of our partnerships, teamwork, dedication, diversity, and innovative spirit.

The Economic Development Coordinator reports to the Executive Director and must maintain a high degree of competency and professionalism. All work is confidential and requires significant personal interaction with high level corporate and governmental leadership. The Economic Development Coordinator must be self-motivated and able to manage multiple tasks with minimal supervision. The Economic Development Coordinator is a critical contributor to important community and business projects and has the following responsibilities:

##### **Economic Development Programming Support**

1. Support Growth Partnership's Business Retention & Expansion and Business Attraction efforts through administrative and managerial functions such as: managing building and site inventories, updating client databases, tracking leads, responding to requests for information and conducting project specific research.
2. Assist the Executive Director with managing business expansion projects.
3. Represent Growth Partnership and its strategic goals in various stakeholder meetings.
4. Identify business support needs and work with Executive Director, Board, and Committees to develop solutions.
5. Assist in planning special events including seminars, workshops, networking events etc.

**Workforce Development Support**

1. Support Growth Partnership's workforce development efforts with administrative and stakeholder relationship support.
2. Work with stakeholders to organize special events like career fairs, job shadowing experiences, and other workforce development programs.
3. Support the marketing and promotion of Growth Partnership's custom leadership development training programs to stakeholders.
4. Other support for workforce development programs and initiatives as identified and needed.

**Community & Investor Outreach and Relations**

1. Coordinate and track member/investor engagements and contributions.
2. Develop and maintain strong relationships with community stakeholders.
3. Support organizational marketing efforts, contributing to a variety of promotional functions including social media, print, and distribution of physical and digital materials.

**Non-Profit Administration**

1. Office management support, including scheduling, record, and file maintenance, maintaining office supplies and general administrative duties.
2. Coordinate Growth Partnership's Board and committee work including agendas, minutes, and preparation.
3. Support organizational grant-writing and reporting initiatives and coordinate with a variety of countywide grant seeking efforts.

**Special Projects & Other Duties**

1. Maintain agreements, relationships, and record for fiscal agent relationships related to Growth Partnership's mission with support from Executive Director.
2. Contribute to organizational reporting.
3. Additional duties as assigned.

The position requires regular and reliable attendance.

**QUALIFICATIONS**

A bachelor's degree in Public or Business Administration, or related field and at least two years of experience in a business, non-profit, or public-sector field is preferred, or equivalent combination of education, training, and experience. Must have knowledge of or be willing to learn:

- Microsoft Office applications (e.g., Outlook, Word, Excel, PowerPoint, and Teams) and other computer software.
- Project and program management.
- Event planning.
- Marketing and promotions.
- Economic development programs, fundamentals of negotiations and contract management.
- State and local government structure, operations, functions, practices, and procedures.
- Finance (basic math and dealing with spreadsheets).

## SALARY & BENEFITS

Salary Range: \$48,000 – \$53,000, depending on experience.

Key Benefits:

- Paid Personal, Vacation, Holidays, and Sick days.
- Retirement Savings Plan. We match 100% of your contributions up to 3% of your salary.
- Medical/Dental Insurance Reimbursement.

**How to Apply:** Send resume and cover letter to Growth Partnership for Ashtabula County, 35 W. Jefferson Street, Jefferson, OH 44047 or email to [greg@ashtabulagrowth.com](mailto:greg@ashtabulagrowth.com).

*The Growth Partnership for Ashtabula County is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the Growth Partnership for Ashtabula County will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*