



JOB DESCRIPTION: Development Manager

TIME:	Full-time/ 40 hours per week
SALARY:	Starting \$55,000 to \$60,000, depending on experience
BENEFITS:	Partial payment of health insurance & work related cell phone; holidays, vacation and health days per EDFC Benefits Policy
STATUS:	Exempt
REPORTS TO:	Executive Committee and the Board of Directors
WORKSITE:	EDFC office and remotely

POSITION OVERVIEW:

This team member develops and maintains EDFC's working relationships with local and regional partners and jurisdictions, pertaining to economic development. The Development Manager works together with the Lending Manager as a Management Team, to vet new projects and programs and report progress to the Executive Committee and full Board. This position is the lead grant writer, with support from both Lending Manager and Admin Coordinator including reporting, as required. Working with the bookkeeper, the Development Manager prepares the annual budget and works with the auditor on the annual audits. This person will lead the communication activities to the public via social media and newsletters.

DUTIES AND RESPONSIBILITIES:

Represent EDFC

- Participate in economic development planning with local and regional partners including jurisdictions
- With Lending Manager, vet economic development projects and programs to Board
- Develop agendas for all board and committee meetings
- Financials from bookkeeper for board packets - review
- With Lending Manager, report to the Board at monthly meetings

Communications

- Bi-annual newsletters to cities, public etc.
- Weekly updates and/or relevant info onto EDFC's social media

Grants and Development

- Identify sources of funding, develop appropriate economic development projects and with Lending Manager, facilitate new projects
- Lead grant writer – with support from Lending Manager and Admin Coordinator

Reporting

- All grants and contracts reporting
- Annual in-person report to city councils and Board of Supervisors

Financials

- Prepare the annual organization budget
- Interface with Auditor per questions, issues – responsibility for staff to auditor to board (AC sends docs, info requested)

Other duties as assigned to support the implementation of EDFC's goals and mission.

QUALIFICATIONS

- Bachelor's degree or AA preferred
- Excellent communication skills
- Excellent writing and public speaking skills
- Grant writing experience
- Ability to work as a team member, while being self-directed
- Proficient in technology
- Sensitivity to social, economic and cultural diversity
- Experience with sustaining and creating partnerships with stakeholders.
- Demonstrate passion to improve and diversify a local economy to increase its resiliency

TO APPLY:

Please send cover letter and resume via email to diann@edfc.org