ECONOMIC DEVELOPMENT SPECIALIST

The Chautauqua Region Economic Development Corporation (CREDC) seeks a highly skilled, self-motivated, full-time Economic Development Specialist to work primarily out of its Dunkirk, NY office. The Economic Development Specialist will assist in the coordination of planning and development activities for the Chautauqua County Partnership for Economic Growth (CCPEG). The Partnership exists under the umbrella of the CREDC to direct the creation and implementation of the County’s Comprehensive Economic Development Strategy by facilitating collaboration, identifying, developing, and prioritizing projects, securing funding, and allocating resources.

The Economic Development Specialist will work closely with a multitude of partners, including the Northern Chautauqua Community Foundation, to advance priority projects in the North County area. Work is performed under the general direction of the Partnership Manager with the expectation that he/she will exercise independent judgment in carrying out the details of the work. Successful candidates will be detail oriented, highly organized, and capable of performing multiple tasks while working independently and as part of a highly functioning and productive team. Excellent written and verbal communication skills and the ability to organize, coordinate, and conduct meetings is required. Experience in project management and grant writing is preferred.

Responsibilities

1. Serves as a staff resource person in specialized planning and economic development projects;
2. Works with Partnership Manager, board, and partners in implementing recommended local and regional initiatives related to business development, community development, housing development, workforce development, and/or tourism/quality of life initiatives and policies;
3. Participates in and leads efforts to engage partners through various communication methods;
4. Conducts studies and examines factors relating to planning/economic development projects and recommends approaches to meet the goals of established programs and/or recommendation of new program initiatives;
5. Conducts research into business and economic conditions in the County and the municipal subdivisions thereof, and seeks to cooperate with official and unofficial bodies organized for such purpose;
6. Maintains strong relationships with municipalities, promoting inter-municipal cooperation and partnerships;
7. Provides advice and assistance to cities, towns, and villages in Chautauqua County on matters relating to planning and development functions;
8. Supports partners as they identify, prioritize, develop, and implement projects;
9. Provides technical assistance including project conceptualization, financial feasibility, market viability, and organizational capacity;
10. Provides grant writing and grant administration support;
11. Provides ongoing project management support to partners in the implementation of grant funded projects; and
12. Does related work as required.

Qualifications
Graduation from a college or university with a Bachelor’s Degree in Urban/Regional Planning, Economic Development, Business Administration, Public Policy, Geography, Environmental Studies, Real Estate Development or related field, and three (3) years of progressively responsible experience in Planning, Community/Economic Development, or a closely related field.

Salary & Benefits
Commensurate with experience and qualifications.

How to Apply
Please email a letter of interest and resume (with references and contact information) in a single pdf to Nathan Aldrich at aldrichn@co.chautauqua.ny.us. This position will remain open until filled. To learn more about the Chautauqua County Partnership for Economic Growth, visit www.chqpartnership.org. CREDC is an Equal Opportunity Employer.