



## **Job Summary:** **Economic Development Finance Specialist**

**The Harrisburg Regional Chamber & CREDC exists to improve our region's quality of life.**

We're a catalyst for dynamic job creation, policy change and economic growth that enhances the quality of life in our region: Cumberland, Dauphin and Perry counties. Together with our members, we've accomplished some pretty amazing things over the last 135 years.

### **Get to Know Us**

We define ourselves with **BOLD LEADERSHIP**. We're a knowledgeable organization guiding the regional business community. Our tribe is our **VISIONARY MEMBERS**. We energize and engage our boards and members, transforming that energy into action that positively affects the region. Our consistent **POWERFUL RESULTS** shape the communities we call home.

### **Our Values**

- Leadership: We lead with purpose toward a better future for the residents of our region.
- Trust: We build trust by delivering results with speed, integrity and innovation.
- Collaboration: We collaborate with business, government and communities for better results.
- Excellence: We strive to be excellent in all that we do.

### **CREDC**

The Capital Region Economic Development Corporation, abbreviated CREDC, is the economic development arm of the Harrisburg Regional Chamber & CREDC, which operates as one organization. As a Certified Economic Development Organization with the PA Department of Community and Economic Development, and an Industrial Development Corp, CREDC is a direct access point to and facilitator of public funds through programs such as PIDA, RACP, ISRP, KIZ, KOZ and EZ to name only a few. These public funds are used, when appropriate, to amplify the impact of private investments made in our region for the betterment of our community.

### **Your Role**

The job description is below/attached and could encompass many things. However, this role will focus primarily on the organization's portfolio of grant projects and business retention and expansion calling program. While many sources of grant money could be applied for any certain project, the portfolio today consists mostly of RACP and ISRP projects. For those programs, this position's responsibilities will include writing application narrative of both persuasive and technical natures, completing required reports, tracking financials, ensuring effective project management through the project's primary points of contact, managing expectations, meticulously tracking documentation and organizing files, ensuring compliance to each program's rules and preparing projects for close out audits.

### **Skills Needed**

- Superior Writing – a blend of persuasive and technical
- Communications – good at managing expectations and keeping clients aware and satisfied
- Organizational – needs multi-tasking and multi-project tracking talents – DETAIL oriented

- Business – some basic knowledge of business operations and financials.
- Construction – helpful but not required would be a basic understanding of construction projects from the administration side.
- Autodidact – ability to be a self-directed learner from provided and outside resources.
- Other – good team player, personable and customer focused, professional demeanor, eagerly addresses daily tasks, ability to plan work over months to meet deadlines and keep projects moving.

## **Education Needed**

Bachelor's Degree – Business Administration, Public Administration, Finance, Accounting, Economics, Operations, or similar.

## **Experience Needed**

This can be an entry level position for the right person. No career experience in economic development is required, though could prove helpful and competitive. Prior internships or work-study experiences in economic development, public administration or a business environment is a plus.

## **We Offer**

- The opportunity to work each day to improve your community
- A commitment to your professional development and growth
- Health, available dental and vision benefits; life insurance; and more
- Employer contribution to 401(k)
- Generous time off (vacation, sick time, personal days and holidays)
- Shortened summer office hours
- A year-round program of fun activities for staff to enjoy

## **Salary**

Salary will be commensurate with experience.

**Ready to join us?**

**We can't wait to hear from you!**

## **Application**

To apply, send the following to [info@hbgrc.org](mailto:info@hbgrc.org) with the subject line "EDFS Position".

- Cover letter
- Resume
- Salary/compensation requirements

**Incomplete applications will not be considered.**

# Harrisburg Regional Chamber & CREDC

## Job Description for: Economic Development Finance Specialist

### Job Summary:

This entry to mid-level position reports to the Vice-President of Economic Development and is responsible for a variety of daily activities supporting the financial and programmatic administration of state and federal programs facilitated by CREDC to benefit the economic wellbeing of the region. Examples of such programs are loans, grants, tax credits, tax abatements, regional partnerships, business retention and expansion interviews, small business support, general marketing, and business attraction efforts.

### Principal Responsibilities:

- Assist clients in starting and financing a business, which includes the knowledge of state and federal financing programs.
- Provide financial analysis for loan application packages including generating spreads; writing credit, project, and company background narrative; preparing loan packages; working with Loan Review Committee; assisting with loan closings and collecting all necessary materials.
- Perform loan administration activities including but not limited to: booking loans in PORTFOL; recording delinquencies; assisting with collection efforts; preparing state reports
- Produce financial modeling proformas and write compelling well supported applications for economic development grants on behalf of CREDC and other sub-grantees for high impact projects
- Complete all state and federal checklists and reports, help clients to satisfy all special conditions and monitor compliance requirements in a timely manner in accordance with the requirements laid out in program guidelines.
- Interface with architects, construction contractors, environmental consultants, project managers, site inspectors, bankers, lawyers, relative to all issues concerning grant and loan programs.
- Create project budgets and manage project expenditures. This includes completing and tracking drawdown requests, compiling eligible invoices, and confirming project funds are expended within the required guidelines.
- Work with a network of commercial/industrial realtors and developers to connect business executives considering relocating to our region with sites meeting the search criteria and facilitate introductions to municipalities governing how to do business in that area and other valuable resources
- Respond in a time sensitive manner to inquiries from relocating companies for regional real estate availability, infrastructure, workforce, business incentives and so forth.
- Compile, manage and maintain regional demographic materials including but not limited to census data sources, cost of living data, specific labor market and wage information, real estate rates, tax rates, general demographics, and so forth.
- Refer clients to proper channels of assistance if CREDC cannot provide a needed service or support.
- Meet with businesses, county and municipal leaders, and other organizations within Cumberland Dauphin and Perry counties to assist in regional economic development efforts.
- All other duties as assigned.

**Other Items of Reference:**

- Working knowledge of state and federal financing and incentive programs will be developed in this position. These programs include, but are not limited to:
  - Keystone Opportunity Zones
  - Keystone Innovation Zones
  - PA Industrial Development Authority loans
  - Redevelopment Assistance Capital Program
  - PA Economic Development Financing Authority programs
  - Industrial Site Reuse Program
  - Infrastructure Development Program
  - Job Creation Tax Credits
  - WED Net
  - Economic Development Administration programs
  - US Small Business Administration programs
  
- This position will have direct interaction with many governmental appointed and elected officials at the Federal, State and local levels including but not limited to the:
  - Governor's Action Team
  - Department of Community and Economic Development
  - PA Department of Transportation
  - PA Department of Environmental Protection
  - PA Department of Labor and Industry
  - PA Office of International Business Development
  - PA Office of the Budget

**Experience:**

Candidates should possess at least a 4-year Bachelor's Degree in Business Administration, Accounting, Economics or Finance. Past economic development experience, grant administration experience, or credit analysis experience a plus. Additional skills include:

- Excellent communication skills both written and verbal
- Excellent financial and analytical skills to interpret financial statements and analyze credit qualifications
- Good time management and organizational skills with high attention to detail
- Relationship building skills employing strong customer service abilities
- High level of accountability and ability to work independently
- Critical thinking promoting resourcefulness and self-learning

**Salary Range Requested:**

Salary will be dependent on experience.