

Director of Economic Development and Community Engagement

The Cumberland Area Economic Development Corporation (CAEDC) is Cumberland County PA's designated economic development organization and tourism promotion agency for Cumberland County. Created in 2004 by the Cumberland County Commissioners, the CAEDC operates as a quasi-governmental 501c3 agency that promotes and advances the overall economic health of Cumberland County so that businesses, residents, and tourists choose Cumberland County to work, live, learn and play.

The **Director of Economic Development and Community Engagement** is a new position. The position reports to the Chief Executive Officer and oversees the ED team.

The organization recently completed a strategic plan. This position most directly impacts and supports two of the four strategic priorities. These priorities include:

- Facilitating a healthy economic development ecosystem in Cumberland County through direct efforts
- Developing, inspiring and attracting a talented, adaptive and diverse workforce through oversight

The successful candidate must be flexible and willing to adapt to changing times and conditions. The organization is presently engaged in a workforce planning project that is designed to align the approved strategic plan with the talent, skills and human capital available. This is an exciting time to join the CAEDC team. This position will be instrumental in building the economic development team that is equipped to support current and long term priorities.

This position leads and coordinates the CAEDC's economic development strategies through proactive engagement and technical support with businesses, communities and stakeholders.

Job Duties & Responsibilities:

- Creates and implements strategies for economic development to include business attraction, business expansion and business retention
- Supports CAEDC's redevelopment and reuse strategy through oversight and direct support to the Real Estate Collaborative (REC), including management of owned properties and identification of redevelopment opportunities
- Oversees CAEDC's workforce initiative for existing retention and prospective business relocation
- Identifies and leverages public funding programs and solutions to aid Cumberland County business growth (TIF, LERTAs, new market or historic tax credits, PA Military Enhancement Commission, Opportunity zone, remediation, etc.)
- Leverages Commonwealth and internal funding program uses and resources to support business growth initiatives

- Recommends and manages the approved economic development budget for the Corporation
- Cultivates strategic partnerships and relationships with industry interest or civic groups, municipal and governmental entities, Chambers and other NGOs in Cumberland County that directly support the County's economic health and mission
- Supports CAEDC brand initiatives including direct outreach, speaking engagements, events and communications in written form for publication
- Other duties as assigned.

Knowledge, Skills & Abilities:

- Demonstrated ability to work under pressure, meet deadlines and balance priorities to meet the needs of internal and external customers
- Candidates must also demonstrate excellent collaboration skills to work in partnership with internal and external constituents in a quasi-governmental role
- Excellent oral written communication
- Proficiency with all MS Office applications and familiarity with customer relationship management systems
- Supports and promotes a team-oriented philosophy; displays a positive image of the Company
- Self-starter, organized, and willing to travel and work evenings or weekends
- Ability and comfort to work individually on a project or in coordination with other partners or staff in team setting
- Flexible and adaptable
- Willing to take on new challenges as needed by the agency

Certifications/Licenses & Minimum Requirements:

- Bachelor's degree required, Master's preferred
- CEcD certification preferred
- Project planning and management certifications or related work experience preferred
- Familiarity with economic development tools and modeling techniques such as Implan
- Minimum of five to seven (5 - 7) years of related work experience in economic development, public/private funding solutions, legislative and community engagement or an equivalent combination of education and professional work experience
- Previous supervisory experience managing a multi-function work group
- Demonstrated experience in building new relationships while maintaining existing partnerships to support active community engagement

- Evidence of good public speaking capabilities

Interested candidates should send a Cover Letter and Resume to:

Lori Lighty, Office Manager at Lori@cumberlandbusiness.com

The Cumberland Area Economic Development Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices without our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Cumberland Area Economic Development Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Position remains open until filled.