

Position: **Economic Development Manager**
Reports to: Executive Director
Classification: Exempt

Purpose: The Economic Development Manager is a vital member of CAEDC and plays an active role in the economic development of Cumberland County, PA. This position is responsible for the day-to-day implementation. Strategically retain, grow and attract existing and new businesses to Cumberland County.

CAEDC Guiding Principles

- Future focused
- Results driven
- Committed to diversity, equity, and inclusion
- Embrace innovation
- Responsible stewardship

Essential Functions:

- Cultivates strategic partnerships and relationships with industry interest or civic groups, municipal and governmental entities, and Chambers in Cumberland County that directly support the County's economic health and mission.
- Facilitating financing arrangements through state loan and incentive programs:
- Filing and maintaining documentation associated with:
 - Partnership for Regional Economic Performance (PREP)
 - Engage! Program
- Collaborate with the Cumberland York Area Local Defense Group.
- Supports CAEDC brand initiatives including direct outreach, speaking engagements, events and communications in written form for publication.
- Maintains a robust calling program.
- Creates and implements strategies for economic development to include business attraction, business expansion and business retention.
- Other duties as assigned.

Required Skills and qualifications

- Critical thinking and problem solving.
- Knowledge of leadership and management principles for nonprofit organizations.
- Exceptional verbal, written and visual communication skills.
- Working knowledge of Microsoft Office.
- High level of attention to detail accuracy and follow through.
- Team Player who can also work independently.

- Excellent communication skills.

Education and Work Experience

- Bachelor's degree or equivalent from a four year-college or university in Economic Development
- A minimum of five years of direct experience in economic development or seven years of indirect experience in support of economic development.
- Experience in non-profit management of economic development organization programs.
- Experience working with townships, boroughs, city, county, and state government entities.

Certifications or Licenses (Preferred):

- DCED Certification
- PA Economic Development Association
- International Economic Development Council

Cumberland Area Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.