

Positions: Grant Writing and Project Development; Project Manager/Strategic Initiatives; Business Development and Outreach Services
Siskiyou Economic Development Council
Salary: Varies by position
Open Until Filled

Siskiyou Economic Development Council is a non-profit organization serving Siskiyou County for over 30 years. Our mission is to facilitate business growth, retention, and attraction to promote community prosperity. The SEDC provides expertise and leadership to help businesses locate, expand, and develop in Siskiyou County.

Come join our talented team and contribute to providing economic development opportunities, business outreach, and contemporary marketing initiatives in tourism promotion.

We are currently looking for professionals with compelling experience and education in business, economic development, and program management.

Candidates must possess a service-oriented focus, good business acumen and adaptability to changing environments. Foremost is an aptitude to partner and improve the business climate.

Join us in growing Siskiyou and invest in the future of the community we call home.

Email resume and cover letter to:

tonya@siskiyoucounty.org

Learn about our work at:

www.siskiyoucounty.org

www.discoversiskiyou.com

Grant Writing and Project Development

Qualifications

- Prepares proposals, gathers, and formats information, writes drafts, and obtains approvals.
- Researches opportunities with public and private funding partners. .Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.

- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to

Work Experience and Education

- Bachelor's degree in English, Journalism, Media, or related field
- Presentation skills
- Written communication
- Technical documentation
- Strategic planning
- Market knowledge

Project Manager/Strategic Initiatives

Qualifications

- Oversees and implements grant-funded projects including responsibility for managing: budgets, contractors, performance, deliverables, reporting, etc.
- Supports business retention, expansion, and growth through strategies that include infrastructure development, property/site readiness, workforce training, etc.
- Research and develop strategies that support emerging opportunities for rural communities in business/industry markets, public policy, and development standards.
- Manages existing programs in brownfields redevelopment and electric vehicle planning.
- Utilizes advanced skills in research and data analysis to support the organizations portfolio of work.
- Represents organization in public, with funding partners, and professional networks.

Work Experience and Education:

Bachelor's Degree in related field required.

Ideal candidate will be dynamic, trustworthy, results oriented, team driven and have a natural curiosity and growth mindset.

Relevant experience in related field with prior project management is highly desirable.

Business Development and Outreach Services

Qualifications

- Develop and coordinate a business expansion, recruitment, and retention strategy that spans across organizations entire program of service.

- Identify target new and existing businesses and business sectors presenting opportunity for growth and development.
- research business prospects, assess market opportunities, attend trade shows, conduct sales calls, etc.
- Research and deliver expertise on local, state, and federal planning, permitting, and financial programs to business clients.
- Support growth and expansion of local community tax base.
- Oversee data collection and analysis, prepare technical proposals to recruit business/industry prospects, stay informed on local/regional commercial real-estate inventory and trends.

Work collaboratively with diverse team members, engage team members in organization-wide strategy to support business development, help create and track performance metrics that span across all programs.

This position identifies companies interested in locating in Siskiyou County including traveling out of market to meet with decision makers, project management, to identify opportunities and provide necessary support to local and state economic development partners.

Ability to make use of quantitative and qualitative/relationship resources to develop new targets is critical. A proven track record of lead generation, economic development research, and/or business retention and expansion is required.

Collaboratively execute the SCEDC lead generation plan to generate new leads and prospects and to support ongoing projects and existing investors. In addition, this position may support other jurisdictions in their MOU processes.

Identifies new high growth companies, consistent with SCEDC target industries, to consider Siskiyou county for investment.

Works collaboratively with internal and external partners, this position is responsible for building the county's economic base, business retention and recruitment, and redeveloping commercial developments.

Work Experience and Education

Bachelor's degree in

- Excellent written and presentation communication skills
- High level attention to detail and organization skills
- Ability to manage multiple projects
- Experience preparing reports for funding sources
- Knowledge and experience with social media platforms and websites
- Ability to prepare and present oral and written reports on development and outreach activities, to track and assess progress and address program deficiencies as they occur