



Job Opening	<i>Project and Grant Manager</i>
Reports To	<i>Executive Director</i>
Employment Dates	<i>Year-round, full time; flexible schedule available</i>
Status	<i>Non-Exempt</i>
Starting Salary	<i>\$50,000-\$60,000/year, depending on experience, plus year-round, full-time benefits package</i>

ACEDC Mission

The Addison County Economic Development Corporation is a 501(c)(6) member-based regional economic development organization. ACEDC's mission is to create an entrepreneurial and innovative environment, nurturing businesses to launch, grow, and thrive. ACEDC assists entrepreneurs and business owners from all backgrounds, businesses of all sizes, during all stages of growth, while advancing economic and community development in Addison County, Vermont.

Job Purpose

This exciting new position supports the organization's mission by developing action plans to implement the region's economic development strategy and deliver resources to the region to ensure a full and robust economic renewal. The Project and Grant Manager will work closely with regional partners and stakeholders to identify priority regional economic development issues, produce action plans that address those issues, and research and write grant proposals to fund and implement elements of the action plans.

Duties and Responsibilities

- Develop and maintain strong relationships with regional partners and stakeholders
- Convene/attend meetings with partners and stakeholders to identify priority regional economic development issues, catalogue current resources, and identify gaps and needs
- Develop a team of regional partners and stakeholders appropriate for each issue
- Conduct research and, with partner and stakeholder teams, develop comprehensive action plans that provide solutions to address specific priority economic development issues
- Track implementation of solutions to regional economic development issues
- Research government and non-government funding opportunities and become familiar with deadlines, eligibility requirements, appropriate applicants, match requirements, eligible uses, and match available grants to economic action plan elements
- Obtain information from partners required to draft grant proposals on their behalf
- Write grant proposals on behalf of ACEDC and partners that fund elements of economic development action plans
- Supervise development of grant proposals and coordinate all team members to keep workflow on track
- Write grant proposals on behalf of ACEDC that help meet organizational funding requirements
- Track all grant proposals, approvals, denials, and document means for improvement and success in future funding rounds
- Administer all grants awarded to ACEDC, including required reporting
- Develop and maintain a public grant information source that can be searched and updated

- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails

Skills and Attributes

- Knowledge of Addison County, Vermont and its economic foundations
- Familiarity with Addison County organizations
- Experience with federal, state, and philanthropic funding resources
- Experience with grants research, writing, budgeting, and monitoring
- Excellent communication and interpersonal skills and knowledge of meeting facilitation techniques
- Excellent research, analytical and problem-solving abilities
- Ability to establish and maintain effective working relationships with diverse groups of partners and stakeholders
- Ability to assimilate abstract concepts, program goals and objectives and translate into concrete action plans
- Strong organizational and multi-tasking skills
- Team-management and leadership skills
- Attention to details even under pressure
- Time management skills with the ability to meet deadlines
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the public
- Excellent computer skills, including Microsoft Office 365, including Teams and Sharepoint; knowledge of other software and programs
- Enthusiasm for the mission of ACEDC and its future and the economic success of the region

Minimum Qualifications

- Bachelor Degree required and/or a minimum of three years in a similar or equivalent organization and role; higher degree preferred
- Minimum two years experience in project management or related field required
- Demonstrated grant research and writing experience and knowledge of government and non-government funding sources preferred
- Demonstrated experience overseeing and guiding complex projects with multiple partners and stakeholders
- Demonstrated knowledge of Addison County, Vermont preferred
- Excellent written and verbal communication skills required

Equal Opportunity Employment

The Addison County Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on 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.

How to Apply

Via email, submit cover letter and resume to fkennedy@addisoncountyedc.org with “Project and Grant Manager Job Application” in the subject line. Applications due by September 10, 2021.