

**NORTHAMPTON COUNTY LOCAL GOVERNMENT  
NOTIFICATION OF POSITION VACANCY**

**12/20/2018**

**Economic Development Coordinator/Grant Writer**

Northampton County is accepting applications for an opening in its Economic Development Office. The Economic Development Coordinator will be responsible for supporting the overall economic development, coordination and implementation of community revitalization and providing technical assistance and support for business in Northampton County.

An employee in this class is responsible for coordinating with local and other governmental officials, community leaders, business and industrial representatives for the purpose of promoting the industrial growth of the County. Duties include assisting in the formulation of policies and programs which build the capacity of the County to achieve its economic development objectives; the development of data, statistics, and publications which portray the economic potential of the County; identification of prospective industries; and maintaining proper records, reports and public information for the program. Work requires considerable planning and timely execution of the work. Work involves strong public relations and marketing approaches and is primarily performed in an inside environment. **Must possess effective grant writing skills** and have the ability to research and apply for grants for the benefit of Northampton County.

Work is supervised by the County Manager and is evaluated through conferences, reports, and work progress of industries recruited to the County, and support provided in the retention and expansion of existing industries.

**Education:** Graduation from a four-year college or university with a degree in business, planning, economics, or related field and considerable experience in industrial or economic development and substantial experience in community development; or an equivalent combination of education and experience.

Apply in person at the Northampton County HR Department, 107 Thomas Bragg Drive, or mail the application to: HRD, PO Box 367, Jackson, NC 27845

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION AVAILABLE  
AT [www.northamptonnc.com](http://www.northamptonnc.com)

You may also apply at the Employment Security Commission, 406 Premier Blvd, Roanoke Rapids.

SEE COMPLETE JOB DESCRIPTION BELOW

Grade 76 - \$55,381 - \$74,482

CLOSING DATE/POSTMARK: January 14, 2019

## **Economic Development Coordinator/Grant Writer Northampton County**

### **General Statement of Duties**

The Economic Development Coordinator / Grant Writer will be responsible for supporting the overall economic development, coordination and implementation of community revitalization and providing technical assistance and support for business in Northampton County. Research and apply for grants for the benefit of Northampton County.

### **Distinguishing Features of the Class**

An employee in this class is responsible for coordinating with local and other governmental officials, community leaders, and business representatives for the purpose of promoting the economic growth of the County. Duties include assisting in the formulation of policies and programs which build the capacity of the County to achieve its economic development objectives; the development of data, statistics, and publications which portray the economic potential of the County; identification of prospective industries; and maintaining proper records, reports and public information for the program. Work requires considerable planning and timely execution of the work. Work involves strong public relations and marketing approaches and is primarily performed in an inside environment. Work is supervised by the Economic Development Director and is evaluated through conferences, reports, and work progress of businesses recruited to the County, and support provided in the retention and expansion of existing businesses.

### **Responsibilities:**

- Serves as coordinator for potential businesses considering new locations or expanding in the County; shows commercial sites and arranges meetings between business representatives and local officials; qualifies sites and coordinates negotiations with property owners; serves as liaison during plant or facility constructions
- Connect business owner and prospects with financing through bank and other economic development support organizations
- Assist commercial property and business owners in utilizing County programs, building permits, and zoning
- Coordination of community engagement for community and economic revitalization including business associations and merchant organizations, Economic Development Commission and residents
- Facilitate marketing and improvement activities for all economic development
- Maintains database of occupied and vacant retail/commercial properties
- Coordinate with code enforcement staff
- Research and apply for grants for the benefit of Northampton County
- Other duties as assigned.

### **Required Qualifications:**

- Experience in commercial/economic development and community development in a non-profit, government, banking or development capacity
- Previous experience should include real estate sales and acquisitions, real estate finance or related field
- Experience working in rural communities is a plus and familiarity with business development, financing, and marketing
- Candidate must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions.
- Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word)
- Knowledge of Microsoft Access and Microsoft Publisher is a plus
- Must be self-motivated, able to work independently, innovative and committed
- General knowledge of building codes,
- Leadership, team building, and negotiations skills

- Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required
- Ability to work with people of all racial, ethnic, and economic backgrounds
- Self-motivation and an ability to work toward objectives with minimal supervision
- Ability and willingness to attend and provide information at meetings on evenings and weekends
- Excellent verbal communication skills including public speaking
- Excellent writing skills and proficiency in preparing written reports and business correspondence
- **Possess effective grant writing skills**

**Additional Job Tasks:**

Serves on a variety of committees that provide information, insight, and contacts for further economic development of the County.

**Desirable Education and Experience:**

Graduation from a four-year college or university with a degree in business, planning, economics, or related field and considerable experience in commercial or economic development and substantial experience in community development; or an equivalent combination of education and experience.

**Physical Requirements:**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions
- Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly
- Must possess the visual acuity to work with data and figures, perform accounting functions, operate a motor vehicle and a computer, do extensive reading, perform visual inspections, and use measurement devices

**Special Requirement:**

A valid North Carolina driver's license is **required**.