

Economic Development Finance Program Manager

Duration: Permanent

Work Location: Arlington, VA (Rosslyn metro) | Remote work potential depending on candidate and qualifications

Posting Expiration Date: Until filled – application review begins January 15

Organization Overview: The Center for Regional Economic Competitiveness (CREC) (www.creconline.org) is an independent, 501(c)3 not-for-profit organization based in Arlington, Virginia, founded to provide policymakers with the information needed to formulate and execute innovative, regional, job-creating economic development strategies. CREC provides research, technical assistance, and training to federal, state, and local policymakers as well as to national networks of professionals in related fields.

For the past 20 years, CREC has connected, trained, and supported thousands of professionals producing and utilizing data for decision making and has promoted innovations in the data available to guide economic development and talent development to foster regional competitiveness. Over the next five years, CREC will expand programming to ensure that partner organizations strategically address gaps that limit future-oriented, evidence-based policy and program development at the state and local level.

We engage several affiliated organizations: the Council for Community and Economic Research (www.c2er.org), the Labor Market Information Institute (www.lmiontheweb.org), the Projections Managing Partnership (www.projectionstraining.com/), the Association of Public Data Users (www.apdu.org), Community Indicators Consortium (www.communityindicators.net), and Development Districts Association of Appalachia (www.appalachiandevelopment.org). These organizations provide opportunities for economic, workforce, education, and community development professionals to network, learn more about data and applied research methods, advocate for public and private statistics, and develop innovative data or research products/services.

Position Summary: The Economic Development Finance Program Manager will assist CREC in accomplishing its mission by supporting the organization's networking, technical assistance, and research activities.

Specifically, the Economic Development Finance Program Manager will coordinate designated project activities in collaboration with senior management and program research staff, including work with CREC's current (e.g., State Small Business Credit Initiative – SSBCI) and anticipated contracts with federal/state economic and workforce development agencies and/or with private foundations. Work with affiliated organizations and networks will also be among the position's responsibilities including interacting with the State Economic Development Executives (SEDE) Network.

The Economic Development Finance Program Manager will ensure that CREC, partners and affiliate associations effectively engage in an ongoing dialogue with clients, potential clients and association members. This effort will include:

- Delivering project leadership and guidance to research associates and partners
- Conducting research and analysis to meet project deliverable requirements
- Providing other technical assistance and research support
- Contributing to weekly updates, websites, blogs, social media, and proposals
- Assisting in meeting facilitation, training and webinars
- Other duties as assigned

Capabilities & Responsibilities: The Economic Development Finance Program Manager will be enthusiastic about leading and providing technical and operational research/analysis, leadership and management services to meet client project needs. This person will be familiar with and exhibit intellectual curiosity about socioeconomic data. In addition, the successful candidate will build on previous experience in interpreting, analyzing, and presenting research and policy to community, economic, or workforce development researchers and professionals, can demonstrate an ability to forge partnerships, and has strong written and oral skills.

Preferred Skills & Experience: The successful candidate will possess these preferred skills and experiences:

- Master's degree in a related field
- Four years of experience in U.S.-based community, economic, and/or workforce development
- Of the four years of experience, two years administering, researching or analyzing financial programs preferred
- Permission to work in the U.S. is required

Our Benefits: For full-time regular employees, CREC provides medical, dental, and vision insurance and a Health Savings Account, paid Federal Holidays, Paid Time Off Leave accrual, contributions to a company 401k Retirement Savings Plan, plus special leave for the end-of-year holiday season.

Application Requirements: Interested in joining us? Send a resume, cover letter, and writing sample to bisaacson@crec.net