



Office of Congressman G.K. Butterfield (NC-01)

Director Economic Development

SUMMARY

The Director of Economic Development connects business, non-profit and governmental entities in North Carolina's First Congressional District with necessary resources for growth and prosperity. The goal of the position is to promote economic development, job creation and assist with district outreach efforts. The position reports to the District Director, and is based in Wilson, North Carolina.

DUTIES & RESPONSIBILITIES

Economic Development

- Monitors and maintains an updated list of major economic development initiatives in the district, and recommends ways the office can help advance these projects.
- Develops and maintains relationships with key stakeholders within the economic development community, and with counterparts in the North Carolina Delegation.
- Assists local businesses and constituents in identifying federal funding opportunities.
- Acts as liaison between the economic development community and the SBA, USDA Rural Development and other federal agencies.
- Attends meetings of the state, regional, and local economic development community and writes memos summarizing their requests, and provides necessary follow-up and support for local efforts. Stakeholders include, but are not limited to:
 - The Northeast Commission
 - N.C. Eastern Region
 - Upper Costal Plains Council of Government
 - The Albemarle Commission
 - The Mid-East Commission
 - Job Link Centers
 - Chambers of Commerce
- Works closely with the Washington, D.C. staff to prioritize and monitor appropriations requests from the district with an emphasis on projects related to agriculture, transportation, infrastructure, homeland security, energy and water, and health care.

Grants/Appropriations

- Manages the activities of the Grants Manager.
 - Works closely with Grants Manager to assist constituents with grant requests and to identify federal funding opportunities.
- Assists constituents, businesses, non-profits, community organizations and local governments in understanding and navigating the federal/state grants process;
- Sends annual letters informing groups and individual of how our office can assist them in the grant application process
- Plans and coordinates grant writing workshops to help groups and organizations with grant application preparation.
- Notifies successful grant recipients via congratulatory letter
- Works closely with Communications Director and District Director to recognize exceptional grant recipients
- Tracks grant assistance efforts, in detail, using IQ, from initial call through results of application and follow-up calls and site visits
- Prepares monthly work report detailing grant activity and goals for upcoming month(s)

Outreach

- Works with the District Director, as liaison to elected and appointed officials, community leaders, and relevant organizations throughout the district.
- Works with District Director to implement strategic outreach plan; specific focus on outreach to businesses and those seeking federal grants.
- Works with the District Director as liaison to foundations and charitable organizations, state and local Chambers of Commerce, NC Rural Center, NC Department of Commerce, and other relevant departments and divisions.
- Assists in planning and executing major district events and recommends district outreach based on Member's legislative agenda and priorities.
- Represents the Member at meetings and events as assigned by the Member, the Chief of Staff, and/or District Director.

- Identifies issues and concerns that may require legislative action and makes recommendations to the Legislative Director, District Director, and the Chief of Staff

QUALIFICATIONS:

- Have a strong commitment to public service and willingness to work with a diverse population.
- Strong ties to North Carolina's economic development community.
- Applicants must have excellent oral and written communication skills and strong organizational skills.
- Must work well under pressure and accept performance based feedback and direction.
- Possess a temperament to work with a variety of personalities in a pleasant and professional manner.
- Maintains a good working relationship with the Congressman, staff and constituents.
- Works a flexible schedule including long hours, nights, and weekends as needed.
- Must be willing to drive throughout a large district
- An undergraduate degree (minimum) and excellent computer skills are required.
- Ties to North Carolina's First Congressional District are strongly preferred.

APPLICATION PROCESS:

1. Applicants must submit:
 - a) 1 page cover letter (including current or most recent salary)
 - b) Resume (no more than 2 pages)
 - c) Writing Sample (no more than 1 page)
 - d) References (no more than 4 references)
2. All documents should be submitted in a single document (in MS Word or Pdf format)
3. Send document to nc01.resume@mail.house.gov no later than 5:00PM on July 16, 2012.
4. No calls or drop bys please.

APPLICATION DEADLINE: July 16, 2012 at 5:00PM