

## POSITION OPENING

### *Director, Economic Development & Grants*

Hicks Partners, LLC is a business consulting firm based in Columbus, Ohio providing government affairs, economic development, and grant writing services to clients nationally. The firm has an immediate opening for a Director, Economic Development & Grants to support current and future client needs, including Fortune 500 companies, public entities, higher education institutions, and research firms. You can learn more about Hicks Partners at: <https://hickspartners.com/>

The ideal candidates must have proven project management skills and the ability to work independently. Candidates must demonstrate excellent communication and interpersonal skills, and previous experience engaging effectively with clients, senior managers, and program level staff. Candidates should demonstrate solid analytical and advanced writing and comprehension skills.

#### **Qualifications:**

- Bachelor's degree in a relevant field such as business, political science, communications, or a related field.
- At least 5 years of experience in economic development, program management, grant writing and/or related experience.
- Strong attention to detail and organizational skills.
- Excellent communication and proven writing skills.
- Ability to work independently and collaboratively in a team environment.
- Comfortable with reviewing and understanding federal and state regulations and procedures concerning economic development as well as federal/state funding programs.
- Highly organized with strong project management skills, ability to multitask, and meet deadlines in a fast-paced environment.

#### **Essential Duties and Responsibilities:**

- **Project Management:**
  - Assist team in expanding national economic development and site selection practice.
  - Manage economic development and funding projects both in Ohio and across the US.
  - Serve existing clients by providing ongoing project management support and assistance.
  - Provide organizational and project management support to firm's federal grant writers and senior advisors on client projects.
  - Assist in reading, understanding, and interpreting legal, technical, and complex regulations pertaining to state and federal programs to support client projects.
- **Client Services:**
  - Assist clients in reviewing and understanding federal and state grants, RFPs, economic development incentives, public financing options and other financial programs.
  - Work on a wide variety of economic development projects including site selection, incentive negotiations, analytical reports, etc.
  - Collaborate with state and local economic development organizations as well as federal agencies as required.

- Support clients with grant proposals and economic development projects, helping to shape initial concepts, review, revise and/or prepare draft proposals, proofread and copyedit final proposals for submission.
  - Assist in policy development and represent firm and clients in public meetings with federal, state, and local government agencies.
  - Provide political and policy analysis and insight at federal, state, and local levels to firm and clients.
  - **Business Development Support:**
    - Develop, recruit, intake, research and qualify prospect inquiries and help convert prospects into clients.
    - Assist in proposal development, tracking and contracting support.
  - **Other:**
    - Conduct research as needed on industry trends, public policy proposals, research publication, etc. and prepare summaries.
    - Perform other tasks as assigned.
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Hicks Partners is an equal opportunity employer and is committed to prohibiting discrimination based upon race, age, ethnicity, ancestry, gender, national origin, disability, military status, religion, sexual orientation, or any other status prohibited by law.

Interested candidates should send a detailed cover letter and resume before **Monday, October 21, 2024** to: [info@hickspartners.com](mailto:info@hickspartners.com) with the subject: Director, Economic Development & Grants.