

## Job Posting: Economic Development Coordinator



### Huron County Growth Partnership

Huron County Growth Partnership (HCGP) is a non-profit public-private partnership that facilitates business and community growth through economic development and chamber of commerce activities and services. The Growth Partnership aims to grow our community & economy, support businesses, secure resources for our community, and make a name for our community.

### Job Description

HCGP is seeking a results-oriented professional that can maintain the highest level of professionalism and confidentiality to fill its Economic Development Coordinator position. The coordinator is a key leader in HCGP's Economic Advancement work which includes a broad range of projects, programs, strategies, and tasks that impact the business health of the region.

The coordinator should be highly organized and adaptable to thrive in HCGP's unique environment which constantly shifts between corporate work, site visits, and committee work. Some of the work is confidential and requires significant personal interaction with high level corporate and governmental leadership. The coordinator will report to the Executive Director with day-to-day oversight from the Project Manager.

### Essential Accountabilities & Day-to Day Functions

- *Business Growth & Investment Services (50%)*  
The coordinator is the primary point of contact for economic development projects and programs related to business retention & expansion, new business attraction, and entrepreneurship development. The majority of the work involves client and project management, liaising with various external parties to drive projects to completion within given timeframes. The coordinator hosts programs and creates content related to economic development. The coordinator will have a strong knowledge of tools, resources, partners, and programs to complete this work.
- *Proactive Economic Development Platform (25%)*  
The coordinator consistently seeks new economic development opportunities through the creation and maintenance of proactive strategies. Current tactics include site database management, industry-specific outreach, foreign-direct investment strategy, and new incentive creation. Strategies and tactics will be consistently evaluated and improved.
- *Trends in Economic Development (10%)*  
The coordinator will research, understand, and pursue the appropriate stance and role for HCGP related to trends in economic development. For example, the current climate dictates necessary positions and certain partnership related to housing and workforce development. HCGP will stay at the forefront of shifting trends.
- *Strategic Integration of Economic Advancement work with HCGP Operations (10%)*  
The nature of economic development work will afford the coordinator a high level of visibility into complex projects at the local, regional, and state level. The coordinator is expected to apply knowledge when and where appropriate to support other areas of work within HCGP including but not limited to community development projects.

- *Special Projects & Other Duties (5%)*

In support of the goals of the role and the organization, the coordinator may be required to assist with cross-functional projects and participate in organizational programs, marketing campaigns, or large-scale initiatives. From time to time the Coordinator will collaborate across the organization to support economic development and community initiatives. Additional duties as assigned.

HCGP is results-driven, valuing professionalism, accountability, integrity, teamwork, and non-profit operational excellence. This position offers opportunities to grow with the organization. HCGP is the contracted economic development agency supporting the City of Norwalk, City of Willard, and Village of Monroeville, and County of Huron. The coordinator is a critical contributor to the success of those contracts. The coordinator is expected to work collaboratively with their supervisor to determine the success of their efforts and the scope of work of the role through regular reporting and metric tracking.

The coordinator will set and be evaluated on goals annually. The coordinator is afforded membership in all relevant industry organizations including Ohio Economic Development Association and International Economic Development Council. The coordinator will have an individual development plan as well as an annual personal professional development budget.

#### **Qualifications**

- Bachelor's Degree required
- 2+ years relevant experience (i.e. economic development, project management, or related areas like commercial real estate, business assistance, or public finance)
- Strong interpersonal skills and ability to communicate effectively orally and in writing
- Entrepreneurial spirit and growth mindset
- Must be able to prioritize tasks and time with minimal supervision and work as an effective team member
- Valid driver's license required and the ability to lift 25 lbs.

#### **Compensation**

The position is typically daytime hours but may be required for after-hour meetings and events as needed. Salary range for the position is \$40,000 - \$50,000 commensurate with experience and qualifications.

#### **To Apply**

Interested applicants should email a resume and cover letter to Executive Director Sarah Ross at [sross@huroncountyohio.com](mailto:sross@huroncountyohio.com). The application opens May 29, 2025 and remains open until the position is filled.

Learn more at [www.huroncountyohio.com](http://www.huroncountyohio.com).