



NCEDA Foundation

Director of Programming and Resource Development

Overview:

L² Event and Association Partners contracts with the [NC Economic Development Association](#) (NCEDA) and the [NC Economic Development Association Foundation](#) (NCEDA Foundation) to provide the comprehensive management of each entity. L² is seeking a Director of Programming and Resource Development to support the success of the NCEDA Foundation in a part-time capacity with an average of 30 hours per week. This position includes external and internal responsibilities, including program management, fundraising, and community engagement. Work is performed under the general management of the NCEDA Foundation Managing Director.

The NCEDA Foundation was created in 2020 to advance the economic development profession, enhance the knowledge and skills of economic developers, and strengthen the broad, statewide economic development community in North Carolina through funding professional development activities, research, and education programs, especially to underserved, distressed, and rural counties and economic developers across North Carolina.

The NCEDA Foundation focuses on these areas of work:

- **Scholarships** – The Foundation funds many professional development scholarships to enhance the knowledge and skills of economic developers. Scholarships are available statewide for a wide range of professional development training and target under-represented people and professionals working in underserved and distressed areas.
- **Awareness** – The Foundation created the Economic Development Fellowship Program, which funds a summer Fellows experience for graduate-level students. The Foundation is also launching a program for community leaders and elected officials to learn more about economic development.
- **Research** – The Foundation supports research projects that advance the profession of economic development and inform public policy.
- **Fundraising** – Every NCEDA member is a donor to the Foundation through their dues. The Foundation also solicits donations from companies, foundations, and agencies.

The position is home-based, so the successful candidate must be a self-starter with independent judgment and initiative. The successful candidate will also be highly motivated, technologically savvy, team-oriented, resourceful, flexible, understand that no task is too big or too small to get the job done, and be comfortable managing multiple projects simultaneously.

The position requires semi-regular travel around the state for varying events/meetings. Due to the nature of the position, work outside of a traditional 9 am – 5 pm schedule will be expected, including occasional weekend and evening hours as needed to prepare for and manage events.

Duties and Responsibilities:

- **Program Management**
 - Coordinate and manage each NCEDA Foundation program/initiative, including but not limited to the Scholarship, Fellowship, and Economic Development Awareness programs. *The Fellowship and Awareness programs are new, and in start-up mode, so there is a lot of room for creativity, an entrepreneurial spirit, and leadership with these programs (and future Foundation programming)!*
 - Create a method to track progress against goals and metrics.
- **Relationship Management**
 - Cultivate relationships with current and prospective donors through personalized communications, meetings, and events.
 - Coordinate with the NCEDA Marketing and Communications Manager to create a plan to keep partners informed and design an annual report.
- **Resource Development**
 - Manage the Fundraising Committee and assist in identifying, cultivating, soliciting, and inspiring community partners to invest in the mission of the NCEDA Foundation.
 - Manage the annual silent auction held during the NCEDA Fall Conference each October.
 - Oversee donor database management and analyze fundraising data to evaluate the effectiveness of fundraising efforts and identify areas for improvement.
 - Research and identify grant funding sources to support existing and planned program activities and lead the grant application processes.
- **Additional Responsibilities:**
 - Collaborate with the Foundation Board of Directors on program initiatives and coordinate Board meetings.
 - The NCEDA and NCEDA Foundation management team is small but mighty. As part of a smaller work team, other responsibilities may arise.

Knowledge, Skills and Abilities:

A bachelor's degree and 3+ years of professional experience in program development and management. Nonprofit experience and knowledge about economic development is a plus. Experience with fundraising and grant research, writing, and submission is preferred.

A positive and professional demeanor with Foundation partners and vendors is necessary. Candidate must be self-motivated with meticulous attention to detail, able to establish schedules, and deliver based upon commitments. Additionally, the candidate must possess excellent verbal and written communication skills and have the capability to multi-task in a home-based/virtual environment. Exceptional interpersonal skills are required.

Proficiency across a variety of computer and cloud-based programs, including Adobe Creative Cloud Suite, Microsoft Office Suite, CRM platforms (such as GrowthZone), website management (such as

WordPress), virtual meeting applications (such as Zoom), communication / survey tools (such as Mailchimp and SurveyMonkey), and cloud storage applications (such as Box and Dropbox).

Compensation

Salary for this part-time (average of 30 hours per week) position is commensurate with experience and competitive in the non-profit sector. Benefits package includes:

- Supportive remote working culture that provides flexibility and promotes connection
- Paid holidays
- Cell phone and partial home internet reimbursement
- Professional development and networking opportunities

Submission Guidelines

Qualified candidates should submit a cover letter, resume, minimum salary expectations, and three professional references to Liz Dobbins-Smith: liz@nceda.org. The application deadline is November 8, 2024.

About NCEDA

While this position focuses on the NCEDA Foundation, here is additional information about the NC Economic Development Association to get a full picture of both organizations.

NCEDA serves as the voice for North Carolina's economic development community – providing professional development, networking opportunities, and advocacy to secure the state's economic future.

More than 950 economic development professionals and allies are members of NCEDA and recognize the value of effective economic development activities that recruit new investments in North Carolina's economy and support the growth of our state's existing businesses and entrepreneurial ventures. NCEDA supports their efforts through professional education and training, association networking opportunities, and advocacy of their interests through collaboration with the Economic Development Partnership of North Carolina, the North Carolina Department of Commerce, and our state legislators.

Association members include professional economic developers at the local, regional, and state levels, as well as professionals in allied fields, such as architects, commercial real estate developers, utility company representatives, and academics. Together, they share and promote a common vision for creating and sustaining economic prosperity for North Carolina.