

TEAM PENNSYLVANIA

Governor Tom Wolf & Anthony Bartolomeo, Co-chairs

JOB TITLE: Manager, Economic Development Policy & Programs
DESCRIPTION: Oversee the Foundation's economic development portfolio of work.
POSITION TYPE: Full-time
REPORTS TO: President & CEO
SALARY: \$60,000 plus full benefits package

Team Pennsylvania is a dynamic, public-private partnership that initiates and supports innovative programs to improve Pennsylvania's competitiveness and economic prosperity.

Position Overview: As the Manager of Economic Development Policy & Programs with Team Pennsylvania, you will contribute to the organization by supporting Team Pennsylvania's economic development portfolio of work; managing Team Pennsylvania's Economic Development Business Advisory Board; and advancing existing and future work with focus on diversity, equity, inclusion, and access. Primary responsibilities are as follows:

- Serve as liaison between Team Pennsylvania and Pennsylvania Department of Community & Economic Development; key stakeholders; and other relevant partners in both the public and private sectors;
- Manage Team Pennsylvania's Economic Development Business Advisory Board and processes, including meeting coordination, communications, and participants;
- Coordinate all economic development grants and programs, including project management, progress tracking and reporting, invoice management and approval, and ROI tracking and reporting;
- Develop messaging and oversee internal and external communications of Team Pennsylvania's work related to economic development;
- Work in partnership with Team Pennsylvania staff and public & private sector leadership to generate new projects and opportunities to advance economic development in the commonwealth;
- Advance existing and future work in terms of diversity, equity, inclusion, and access, infusing equity and inclusion throughout Team Pennsylvania's economic development operations as a centerpiece with measurable outcomes;
- Manage interns, fellows, and staff pertaining to economic development portfolio of work and activities;
- Leverage state and federal funding sources, as well as private, corporate, and philanthropic foundation funds, to support the economic development portfolio of work.

General Requirements: To excel in the Manager of Economic Development Policy & Programs role, the applicant should have:

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- Alignment with our organizational core values: collaborative, entrepreneurial, open & transparent, and non-partisan;
 - An understanding of economic development programs and network of partners;
 - Knowledge of and connections to national initiatives in economic development;
 - Experience with grant management;
 - The ability to interact with public and private leadership at the executive level;
 - Excellent communications, organization, and critical thinking skills;
 - A high level of professionalism and personal integrity;
 - Skills as a self-motivated, independent worker who excels in a team dynamic;
 - Strong computer skills (i.e. Microsoft suite, Google suite, and other technology platforms);
 - Demonstrated ability to lead a diverse portfolio of projects and events simultaneously;
 - A Bachelor's degree from a four-year college or university with at least two (2) years of related professional experience required; Master's degree is preferred;
 - A home base in Pennsylvania.

Why you might love working here:

- Opportunities for flexible remote work
- 401K match up to 3% of salary
- Generous Paid Time Off policy
- Parking paid by employer
- Paternity & maternity leave
- Comprehensive health, vision, and dental insurance
- Continuing education & professional development reimbursements
- A high energy, collaborative, and caring team to work with every single day

To apply, please submit your resume and cover letter to jobs@teampa.com with the subject line "Manager, Economic Development Policy & Programs."

We consider all applicants on an equal opportunity basis without regard to ancestry; age; appearance; color; gender identity and/or expression; genetics; family or parental status; marital, civil union, or domestic partnership status; mental, physical, or sensory disability; national, social or ethnic origin; past or present military service; sexual orientation; socioeconomic status; race; religion or belief. If you require reasonable accommodation or assistance for any part of the interview and employment process, please contact us at jobs@teampa.com and let us know the nature of your request.