



Sr. Director, Development

Salary range: \$75,000-\$95,000

Excellent benefits package including health, dental, vision, retirement, life insurance and paid vacation & sick leave.

Primary responsibilities of the candidate include:

- Work closely with departments to pursue funding opportunities.
- Identify, investigate, and develop new business opportunities for long-term growth strategies while ensuring consistency within the SEDA-COG mission.
- Build relationships and positive rapport with key businesses and institutions, federal/state/local governments, and non-profit partners; develop strategies based on collaborative efforts.
- Negotiate business proposals, agreements, and contracts.
- Work with the Fiscal Controller to review financial data and development effective strategies to reduce business costs and generate revenue.
- Assess, research, and track emerging trends and funding sources; recommend new agency services to fulfill the growing business model at SEDA-COG.
- Provide mentoring to agency-wide staff on grant-writing and the principles of funding strategy development.
- Work with departments to analyze client feedback; identify areas of weakness and work to develop new methods which will ensure consistent client satisfaction.
- Stay abreast of legislative acts that initiate new funding streams as well as state and federal funding announcements.
- Build, maintain, and leverage regional partnerships to create and maximize funding opportunities.
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Required qualifications/skills:

- Bachelor's degree in business, management and/or public administration or related field.
- 5+ years of grant-writing experience.
- Experience or education in contract law.
- Ability and knowledge of generating revenue with new and inventive strategies.
- Strong relationship-building skills.
- Exceptional leadership, management, and mentoring skills.
- Strategic Planning skills.
- Ability to communicate SEDA-COG's mission, values, and services externally.
- Customer service skills, both internal and external.
- Effective communicator, both written and verbal.
- Strong organizational skills, attention to detail.
- Ability to understand complex funding scenarios and project/program budgets.
- Public speaking.
- Skilled listener.
- Proficient with Microsoft Office programs.
- Strong sales skills.
- Federal and State funding source regulations.
- Ability to travel as needed.

Preferred qualifications/skills:

- Master's degree in a related field.
- Economic Development, Community Development, Funding Strategies, Government Relations
- 3 years of advocacy and/or Project and Funding Development
- Project and funding development experience

Applicants are expected to supply a letter of application elaborating on skills along with their resume by March 17, 2022, via mail or email to:

Amanda Owens, HR Director
SEDA-Council of Governments
201 Furnace Road, Lewisburg, PA 17837
aowens@seda-cog.org.

SEDA-Council of Governments is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. www.seda-cog.org

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AN EQUAL OPPORTUNITY EMPLOYER