



# Regional Business Specialist & Grant Coordinator

## Opportunity for Growth

*Excellent benefits package including health, dental, vision, retirement, life insurance, paid vacation & sick leave. Remote work flexibility available.*

Join Our Team at SEDA-Council of Governments and Make a Difference!

Are you passionate about building stronger communities and driving regional growth? At SEDA-Council of Governments (SEDA-COG), we're on a mission to improve the quality of life across central Pennsylvania. As a dynamic, forward-thinking organization, we collaborate with local governments, businesses, and nonprofits to develop innovative solutions for economic growth, export development, infrastructure, energy efficiency, and community development.

When you join SEDA-COG, you're not just starting a job—you're becoming part of a dedicated team committed to making a lasting impact. We value collaboration, creativity, and a shared vision of empowering our communities to thrive. Whether you're helping local businesses with export development, planning sustainable infrastructure, or spearheading new programs, *your work here matters*.

Primary responsibilities of the candidate include:

### **Grant Coordinator Activities:**

- Lead and assist communities and businesses in the development of plans for funding requests in order to improve their respective community's quality of life.
- Coordinate and execute the preparation and development of state, federal, and/or other grant applications based on community & business needs.
- Coordinate potential project partners, funding, and other resources to develop project scopes and funding plans.
- Provide project management services to clients.
- Offer technical assistance in grant writing, planning, project development, program support, community coordination, funding strategy development, and meeting facilitation.

### **Business Specialist Activities:**

- Conduct market research to identify opportunities and assess risks in foreign markets.
- Advise clients on topics such as global trade regulations, tariffs, compliance requirements, payment methods, logistics, and documentation.
- Develop and implement export strategies tailored to client needs.

### **Required qualifications/skills:**

- Bachelor's degree in public administration, international business, economic or community development or a relevant field.
- 3-5 years of grant writing experience
- 3-5 years of local government or public funding administration experience.

- Strong public speaking, presentation, and grant writing skills.
- Effective communication and collaboration with clients, partners, and service providers.
- Knowledge of state/federal government, agencies, and grants.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Proven experience in international trade and/or business consulting.
- Knowledge of global trade regulations and compliance.
- Excellent research, problem-solving, analytical, and time management skills.
- Cultural awareness and sensitivity to international practices.

**Preferred qualifications/skills:**

- Course work in government administration.
- Proven experience in international trade and/or business consulting.
- Understanding of construction and public infrastructure process.

Applicants are expected to supply a resume outlining work history, skills, and writing sample by end of day May 16, 2025, via email or mail to:

[Amanda Owens, HR Director](#)  
SEDA-Council of Governments  
201 Furnace Road, Lewisburg, PA 17837

**SEDA-Council of Governments** is a public development organization based in Lewisburg, PA, serving 11 central Pennsylvania counties. [www.seda-cog.org](http://www.seda-cog.org)

*SEDA-COG...Building strong economies & strong communities*