

Erie Inclusive Recovery

Position Profile

Position Description: Erie Inclusive Recovery Director

About Erie Inclusive Recovery:

Erie Inclusive Recovery (EIR) is a community and economic development strategy intended to leverage federal funding opportunities, enhance public, private and philanthropic collaboration and increase equitable economic development strategies across Erie County.

- EIR will use a collective impact approach, creating a cross-sector coalition with shared goals to:
- Foster economic growth
- Promote neighborhoods
- Create a vibrant, diversified economy that benefits all

Specifically, the initiative will help organize disparate public, private and civic stakeholders around a common vision of success and a series of priority transformative investments (contained within the Investment Playbook).

The Erie Investment Playbook is a roadmap to guide the work of EIR. It is informed by more than fifty community stakeholders and will continue to evolve. It includes general, aspirational goals as well as specific transformational projects. If implemented well, the Playbook has the potential to drive market momentum in Erie's Bayfront and Downtown, and Erie County as a whole. This strategy is designed to advance community equity in impoverished neighborhoods and help build a small business ecosystem rooted in supplier diversity, entrepreneurial support, and capital access.

Job Summary:

The Erie Inclusive Recovery Director (Director) will be responsible for supporting the Erie Inclusive Recovery (EIR) Steering Committee and its efforts to implement the Investment Playbook.

The Director will work in a leadership role to identify, create, manage, and promote an inclusive, evolving local project pipeline; encourage aligned, complementary efforts; and aid in the areas of identifying potential funding resources, reviewing, and improving project grant applications, supporting organizational capacity gaps and identifying subject-matter experts to assist, when needed.

The Director will support the development of a common framework to inform the strategic Delivery Teams and communicate progress to the Steering Committee and other Stakeholders. This position will report directly to the Steering Committee Chair .

Essential Functions:

- Provide facilitation of and communication between and among the EIR Steering Committee, Delivery Teams, and other Stakeholders.
- Develop and update Project Pipeline tracking to include inventory, status, partners, and funding sources as informed by Steering Committee priorities and Delivery Team projects.
- Catalogue funding opportunities/facilitate proposal development
- Develop and manage networks of relationships across projects
- Build and maintain relationships with local, state, and federal funders
- Convene and facilitate work sessions with Delivery Teams to ensure continual progress and successful project outcomes
- Identify project/organizational capacity gaps and provide support in those areas, coordinating with local and external subject-matter experts when appropriate
- Work with EIR Steering Committee to establish contractual terms and conditions and serves as primary liaison to other contractors (lobbying firm, etc.).
- Prepare and maintain risk log to record risks and issues related to the EIR Strategy implementation, particularly related to community-facing issues. Monitors resolution of each issue.
- Work with the Steering Committee to help ensure investments stay aligned with the broader goals of the community as informed by community engagement as well as existing and future strategic planning efforts
- Create metrics to promote accountability and help inform prioritization efforts and identify investment opportunities
- Communicate the mission, goals, and progress of the EIR Strategy
- Oversee day-to-day activities and perform other duties as needed or assigned

Skills and Capabilities

- Ability to work across sectors: Fluency in a wide set of economic and community development and issues including public and private finance; real estate development; urban planning; local, state, and federal policy; education; housing; public health; and economics. Ability to converse and translate across sectors to facilitate collaboration and buy-in across stakeholders.
- Big-picture thinking and detail-orientation: Ability to develop community organizations and big picture strategies across projects.
- Ability to build trust, maintain credibility and confidence.

- Familiarity with the Erie community and its non-profit organizations.
- Tact and diplomacy in addition to handling substantial amounts of confidential material with discretion and operating with independent judgment and initiative.