CARBON CHAMBER
& ECONOMIC DEVELOPMENT

Economic Growth & Revitalization Manager Job Description

The Carbon Chamber & Economic Development Corporation (CCEDC) is seeking a proactive, relationship-driven professional to advance local economic development and revitalization efforts throughout Carbon County.

This position takes a hands-on approach to identifying opportunities for business growth, encouraging commercial property occupancy, and working with municipalities to advance revitalization projects. From connecting entrepreneurs with vacant storefronts to securing resources for façade improvements and blight remediation, this individual will help turn local economic development opportunities into tangible results.

The position also oversees small business financing programs through CCEDC and the Carbon County Industrial Development Authority (CCIDA), requiring a strong foundation in financial analysis, lending administration, and business development.

Key Responsibilities:

Local Economic Development & Revitalization (Approximately 70%)

- Business District Revitalization & Commercial Property Development
    - Identify opportunities for commercial revitalization, redevelopment, and reinvestment throughout Carbon County, with an emphasis on downtowns, commercial corridors, and underutilized properties.
    - Build relationships with property owners, real estate professionals, and prospective business owners to encourage storefront occupancy and new business investment.
    - Maintain awareness of available commercial properties, emerging business opportunities, and local market needs to help guide economic development efforts.
- Municipal Partnerships & Revitalization Initiatives
    - Collaborate with Carbon County municipalities to identify economic development priorities and advance projects involving façade improvements, blight remediation, commercial redevelopment, and related initiatives.
    - Research funding opportunities and assist municipal and project partners with grant applications, administration, and implementation.
    - Facilitate partnerships among municipalities, businesses, property owners, and regional organizations to move revitalization projects forward.
- Small Business Growth & Retention
    - Engage with existing businesses and entrepreneurs to identify needs, challenges, and opportunities for growth, expansion, or relocation.
    - Connect businesses with financing, technical assistance, educational programs, and other resources available through CCEDC and regional partners.
    - Support small business recruitment and retention efforts that strengthen Carbon County's local economy and commercial districts.

Small Business Lending & Financial Administration (Approximately 30%)

- Loan Program Administration
    - Administer CCEDC and CCIDA small business loan programs, including application processing, financial analysis, loan documentation, closings, and ongoing portfolio management.
    - Evaluate business plans, financial statements, cash flow projections, and borrower eligibility to assess financing requests and prepare recommendations for appropriate boards and committees.
    - Maintain accurate loan records, monitor repayment and compliance requirements, and coordinate reporting in accordance with applicable program guidelines.

- Economic Development Funding & Program Administration
    - Administer assigned economic development programs, including PREP and ENGAGE initiatives through NEPA Alliance.
    - Coordinate with state agencies, lending institutions, and regional partners to facilitate business financing and economic development funding opportunities.
    - Maintain applicable certifications, program qualifications, and required reporting.

Additional Responsibilities

- Coordinate property management responsibilities for real estate owned by CCEDC.
- Represent CCEDC at municipal, board, committee, and regional economic development meetings.
- Track and report economic development activities, project progress, and measurable outcomes.
- Perform other related duties as assigned by the CCEDC Senior Vice President.

Required Qualifications & Skills

- Experience in financial analysis, commercial lending, business finance, or a closely related field, with the ability to evaluate financial statements, business plans, and loan applications.
- Strong interpersonal and communication skills, with demonstrated ability to build relationships with business owners, municipal officials, and regional stakeholders.
- Excellent organizational, analytical, and project management skills, with the ability to independently manage multiple initiatives.
- Resourceful, solutions-oriented mindset with a demonstrated ability to identify opportunities and move projects forward.
- Proficiency in Microsoft Office and the ability to maintain accurate financial and project records.
- Ability to travel throughout Carbon County for meetings, business visits, and project-related activities.

Preferred Qualifications

- Bachelor's degree in finance, business administration, economics, public administration, urban planning, or a related field; equivalent professional experience considered.
- Experience in economic development, municipal government, commercial real estate, downtown revitalization, or small business assistance.
- Familiarity with Pennsylvania DCED, PIDA, and other public financing or grant programs.
- Experience in grant writing, administration, or government-funded project management.
- Knowledge of Carbon County's business landscape, municipalities, and regional economic development resources.

Compensation & Benefits:

- Salary range: $65,000 - $80,000, based on experience and necessary qualifications.
- Benefits package (health, retirement, PTO, etc.)
- Opportunities for professional development and regional engagement

Physical & Work Environment:

This position involves office-based work, meetings, and site visits throughout Carbon County. Duties may require sitting, standing, walking, bending, and occasionally lifting materials weighing up to 25 pounds. Reasonable accommodations may be made to enable qualified individuals to perform essential job functions.

The Carbon Chamber & Economic Development Corporation is an equal opportunity employer.

