

Jay County Development Corporation
Community Developer/Grant Writer

Position Description

The Community Developer/Grant Writer plays a vital role in advancing the mission of the Jay County Development Corporation (JCDC). This position is responsible for strengthening community capacity, fostering collaboration, and securing resources to support growth and development across Jay County.

Supervision

- **Reports to:** JCDC Executive Director
 - **Supervises:** None
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Purpose

The Community Developer/Grant Writer is responsible for advancing the human capital potential of Jay County residents by:

- Assisting local organizations and governmental bodies to strengthen their capacity for planning, problem-solving, and resource development.
 - Supporting these organizations in developing the skills, knowledge, and resources needed to work effectively with local, county, state, and national partners.
 - Promoting collaboration and coordination among organizations and government entities by serving as a convener and conduit for shared initiatives.
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Major Duties and Responsibilities

This position is tasked with implementing all community development goals and objectives outlined in the Jay County Strategic Development Plan. Responsibilities include, but are not limited to:

- Collaborating with communities to build planning skills and develop community plans.
- Assisting organizations in creating long-range strategies through technical assistance, training, and self-help models.
- Expanding community leadership capacity by teaching problem-solving, consensus-building, and team development skills.
- Utilizing programs and processes to encourage and increase volunteerism.
- Promoting the value of community development and highlighting organizational achievements through media and public recognition.
- Researching and preparing grant applications to secure resources essential for community development projects.
- Providing support for grant implementation, oversight, and compliance.

- Assisting with fundraising initiatives tied to community development priorities.
 - Strengthening collaboration and relationships across Jay County communities and organizations.
 - Recommending an annual budget necessary to fulfill the position's strategic responsibilities and administering the approved budget.
 - Serving as a spokesperson for community development in Jay County.
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Qualifications

Education

- Bachelor's degree in urban/regional planning, community development, public administration, political science, or a related social science field preferred.
- Strong foundation in problem-solving, group dynamics, consensus-building, and leadership development.

Experience

- Experience in planning, community development, grant writing or economic development, preferably at the local or county level.
- Working knowledge (or ability to acquire such knowledge) of local, county, state, and national government frameworks, as well as quasi-governmental organizations (e.g., Chambers of Commerce, Main Street programs).
- Proficiency in computer and technology applications, including software for maintaining community development databases and transmitting information remotely.

Licenses/Certifications

- Professional certification in planning, community development, economic development, and/or CDBG Grants Administration preferred.

Other Requirements

- Commitment to continuous professional growth through relevant training and seminars.
- Residency in Jay County is preferred or willingness to relocate.