Southwestern Pennsylvania Corporation Job Description

**Position Title:** Development Associate

**Reports to:** Manager, Sponsored Program Development

**Revised Date:** 11/1/2023

**General Purpose:**
The Southwestern Pennsylvania Commission (SPC) is seeking a full-time Development Associate. Under general supervision of the Manager of Sponsored Program Development in the Office of Strategic Initiatives and Policy, the successful candidate will independently perform agency functions pertaining to implementation of SmartMoves for Changing Region - the region’s Long-Range Transportation and Development Plan. These functions include, but are not limited to, the research and development of discretionary funding applications for local, state and federal programs to advance the priorities of the region. This position will also aid in efforts to garner widespread support for SPC’s funding applications, including from elected officials, community groups, and a wide variety of stakeholders.

**Essential Functions:**

- Assist project sponsors and community partners in planning for and advancing local transportation priorities through coordination and collaboration.
- Identify innovative, nontraditional finance opportunities in order to help advance projects that achieve the regional vision and meet identified needs; including the development of funding scenarios that help secure additional funding for transportation projects.
- Ability to accurately interpret notices of funding opportunities, programmatic guidelines and requirements.
- Research regional funding opportunities available from a variety of local, state, federal, and private sources.
- Collaborate internally and with external planning partners to identify potential infrastructure needs, collect data, and establish regional priorities.
- Research, prepare, gather, organize spatial and socioeconomic data, and interpret research, technical reports and plans for the preparation of applications.
- Adhere to application schedules by establishing priorities and target dates for information gathering, writing, review and approval.
- Lead in organizing and communicating application requirements and providing information for funding application review meetings at various junctures throughout the application processes.
- Develop proposals by assembling information including project purpose and need, project objectives and desired outcomes/regional benefits, project delivery schedules, project staffing, and measures of effectiveness.
- Assist in the administration of SPC competitive funding programs.
- Identify innovative, nontraditional funding opportunities in order to help advance projects that achieve the regional vision and meet identified needs; including the development of funding scenarios that help secure additional funding for transportation projects.
- Represent SPC on local planning initiatives, stakeholder groups, steering committees, etc.
- Establish and maintain effective working relationships with state, federal, and local agencies, other stakeholders and the general public.
- All other duties as assigned by Supervisor/Manager.

**Education / Experience Requirements:**

- Bachelor's Degree in public policy, public administration, planning, political science, or related field.
- One (1) year of experience in public policy and public funding required. A combination of education and experience may be considered.
- Experience in transportation infrastructure preferred.
- Proficient level computer skills with experience using MS Office and other PC based software.
• Experience with Geographic Information Systems (GIS) preferred.
• Experience with portals for information exchange such as grants.gov, Grants Online, etc. preferred.

Knowledge, Skills and Abilities:
• Knowledge of Grant Writing, Public Policy, basic understanding of Urban/Regional Planning and Transportation/Infrastructure Concepts. Ability to develop benefit/cost analyses in support of funding applications a plus.

• Ability to speak and write fluently in the English language, use written/oral comprehension and expression, deductive and inductive reasoning, mathematical reasoning, speech clarity and recognition, information ordering, fluency of ideas. Ability to translate complicated documents for presentations.

• Skill in interpreting written notice of funding opportunities (NOFO), applying learned information to written materials, working with community and/or business partners to gather data and discern relevant information.

• Skill in problem identification, information gathering and organization, critical thinking, judgement and decision making, systems evaluation, reading comprehension, writing, speaking, idea generation and evaluation, visioning, active learning and listening, solution appraisal, monitoring, coordination, synthesis/reorganization.

Physical Requirements: 75% Sitting, 10% Walking, 15% Standing, 80% Use of hands, 5% Reaching 90% Talking / Hearing; Lifting < 10 lbs.; Near vision

Work Environment: Environmentally controlled office setting, part-time remote from home if desired.

To Apply:
• Email letter of interest and resume to: hr@spcregion.org
• SPC provides competitive compensation, including an excellent benefits package, flex time, mileage reimbursement, holiday/vacation pay and more.

SPC is proud to be an Equal Opportunity employer. We value diversity among our applicants, staff, and commission, and invite applications from all qualified individuals regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

SPC is committed to providing reasonable accommodations when necessary throughout our interview process. Please address these accommodations to our HR Director.

Creating an inclusive, engaged, and dynamic atmosphere is core to SPC’s mission. Service, Resiliency, Innovation, and Accountability are the core values that unite the SPC team, inspiring one another to work tirelessly and support others as they seek to reach new levels of excellence.

___________________________________________________________  _____________________________
Employee’s Signature        Date

___________________________________________________________  _____________________________
Human Resources        Date