



## Tiffin-Seneca Economic Partnership

19 W. Market St., Suite C  
Tiffin, Ohio 44883

### Position Description

Development Coordinator/Manager  
Tiffin-Seneca Economic Partnership  
October 29, 2021

#### 1. How to Apply & Questions

Resumes and cover letters will be accepted only by email to [tsepsearch@tiffinseneca.org](mailto:tsepsearch@tiffinseneca.org) until 5:00 p.m. EST on December 3, 2021. If there are any questions regarding this position, please email them to [tsepsearch@tiffinseneca.org](mailto:tsepsearch@tiffinseneca.org).

#### 2. Basic Information

Title:	Development Manager or Coordinator, depending on qualifications and experience. For the rest of this document, it will be referred to as Development Manager. The full title will be Development Manager – Community, Entrepreneurship, and Rural Development.
Hours Per Week:	40 (full-time), although there will be times when work is required outside the standard 8:00 a.m. to 5:00 p.m. business hours. In such cases, flexible hours and/or comp time may be given. This is a salaried (not hourly) position.
Salary:	\$33,000-\$43,000 per year, depending on qualifications and experience.
Benefits:	Flexible schedule, paid time off and 9 paid holidays per year (including one flexible day), health insurance (60% paid by employer), retirement match after one year (up to 3 percent), paid time off, professional development, cell phone and other business-related expense reimbursement, performance bonus, remote workday once per week if desired, company-provided laptop, individual office, and more.
Reports To:	President & CEO
Assists:	All Team Members
Begins Work:	Individual would start January 1, 2022, or as soon as possible thereafter.
Location:	In the heart of downtown Tiffin the restored historic Grummel-Remmele building built in 1881. 96 S. Washington St., Tiffin, OH 44883. Position has private office.

#### 3. Nature of Organization and Position

The purpose of the Tiffin-Seneca Economic Partnership (TSEP) is to promote economic and community development in Tiffin and rural Seneca County, Ohio, and its mission is to facilitate projects, manage programs, build capacity, assist local businesses, and market the community. We have one of the most comprehensive economic development programs in the country, have won numerous state awards, and have ranked in the top nationally for economic development projects. Please check out our 2021 Annual Report at [www.tsepreport.com](http://www.tsepreport.com) to gain deeper insight into our activities, development areas, and results.

TSEP is looking to hire someone that brings a desire to make a difference, and brings skills, experience, and or aptitude to do and/or learn to do many or all of the following activities (i.e., the organization will be flexible with respect to specific duties depending on the individual):

- Building Capacity: The Development Manager will lead development areas, including the running the areas' committees and strategic initiatives, such as:
  - Entrepreneurship, including managing the Tiffin-Seneca Entrepreneurship Committee, the Entrepreneurship Strategic Plan (currently in development), running the Tiffin-Seneca Entrepreneurial Opportunity Clearinghouse, and participating in the Entrepreneurial Communities Initiative , with the Great Lakes Community Action Partnership.

- Community Development, including managing the Tiffin Community Development Committee and the City's Comprehensive Plan, the Dream Big Tiffin! process, and administering the City of Tiffin's Community Development Block Grant (CDBG) program.
- Rural Development, including working with the Seneca County Commissioners, 15 townships, and six villages with economic development issues, strategy, and programs.
- Program Management: The Development Manager will assist with grant administration (e.g., Community Development Block Grant) and other programs as required.
- Assisting Local Businesses: Participating in our INSIGHT Business Retention and Expansion program, reaching out to local rural Seneca County businesses, to see how we might assist.
- Marketing our Community: Writing stories and press releases on rural business projects and communities, as well as contributing to the organization's social media activity.
- Project Facilitation: The Development Manager will assist with facilitating rural economic and/or Tiffin community development projects by assisting with site selection (e.g., finding space, a building, or land; performing research), resources (e.g., assisting with tax, grant, and financing), and promotion.

Please note that the organization does not require a candidate to have direct experience, formal education, or current proficiency in each of the following areas of responsibility (although it's welcome), but it does want someone with skills to "hit the ground running," so to speak, along with a strong desire and ability to learn and learn quickly.

Quality experience is a huge help in succeeding in this challenging position but given that in most cases people come to work for economic development organizations from other backgrounds, we encourage people to apply if they think they have the combination of temperament, interest, desire, work ethic, intelligence, organizational and communication skills needed, regardless of their origin or how long they have been used.

As a small organization, there are no formal training programs or manuals, so TSEP is looking for someone who is willing and able to independently research, ask questions, and successfully develop relationships internally and externally to obtain and apply the information to support the organization, the team, and the job. In other words, this is a job for someone to "grow" into.

#### **4. Required Attributes & Skills**

The following are required attributes and skills for the position:

- Values & Culture: Must embrace our organizational values of collaboration, innovation, excellence, fairness, and inclusion. Those are not just empty words here – we live and breathe them daily. In addition, the Development Manager must fit in with our team and its unique culture. TSEP is a high-energy, high-profile, high-impact, and high-stress environment that is not for everyone. It has a strong and valued culture of positivity, ambition, initiative, vision, strategy, confidentiality, transparency, mutual respect, support, openness, very hard work, personal connection and collaboration with other team members.
- Project & Leadership Role: The ideal candidate must embrace, enjoy, and play well the role of working with projects and leading initiatives (including public speaking). The candidate will be working independently and simultaneously in coordination with the President & CEO and in alignment with the rest of the team and organization.
- Ambassador: Given the high-profile nature of our work, the nonprofit fundraising required and public contracts, and our leadership of many important community initiatives, programs, and projects, the Development Manager, like all members of the TSEP team, will understand they represent both the organization and the community both on and off the clock – in person and digitally.
- Digital Technology: The Development Manager will be expected to be digital tech savvy, with a strong proficiency in and enjoyment working with Microsoft Office suite products (e.g., Word, Excel, PowerPoint), Zoom, and Gmail. They will also have the ability to learn and use new software and online software-as-a-service products, including (but not limited to) Dropbox, salesforce.com, WordPress, ConstantContact, Social Media platforms (Facebook pages, LinkedIn corporate pages, Twitter, YouTube etc.) for business, Zoom Webinar,

SurveyMonkey, Adobe Creative Cloud products (Acrobat, Photoshop, InDesign), SoundCloud, Camtasia Studio, Google Suite (Docs, Sheets, Slides, Drive), Canva, and others.

- **Interpersonal & Communication Skills:** While the position is a back-office role, there will be significant written and verbal interaction and communication with members and stakeholders. Accordingly, the ideal candidate must also have excellent interpersonal and communication skills and enjoy that.
- **Organizational & Multi-Tasking Skills:** The Development Manager must be highly organized and able to continually manage a large number of tasks, priorities, projects, emails, calls, frequent interruptions, and deadlines that can change and have different degrees of firmness.
- **Flexibility & Change Management:** The Development Manager must be able to thrive in a flexible, constantly changing, often ambiguous environment that requires open-mindedness, adaptation, and the acceptance and embrace of change.
- **Successful Track Record:** Whatever the past career or experience of the candidate, we are seeking people have a demonstrated track record of success and measurable results.
- **Informal & Formal Professional Development:** The Development Manager will be full member of the team and will need to invest time into participating and understanding many of the development activities the team performs to effectively assist. This also includes participating in formal development courses and conferences, such as Leadership Seneca County, the Ohio Economic Development Association Basic Course and others, as appropriate. All professional development will be paid for by the organization.
- **Driver's License and Travel:** Must have a valid driver's license. Moderate travel and reimbursement by the organization is an expectation of the position.
- **Formal Education:** A high school diploma or equivalent is required.

## **5. Additional Preferences**

The following additional attributes and skills are welcome, desired and preferred (but not required):

- **Economic, and/or Community Development Experience:** Any direct or indirect experience in any of our development practice areas would be very helpful to the Development Manager; accelerate their learning, integration into the team, and ability to effectively perform the job duties in addition to providing the candidate direct experience in knowing whether or not they like the kind of work we do.
- **Formal Education:** Tiffin is an "Education City," and one of only five smaller communities in the country with two private universities. TSEP believes formal education can expand and train the mind and is very valuable for preparation in working with a nonprofit economic, community, and downtown development organization. A two-year, four-year, or master's degree from an accredited college or university is preferred.
- **Local Connection & Residency:** We would value someone who, in addition to all the requirements, also had local connections (grew up, worked, studied, has family, etc.) and who would live in Tiffin or rural Seneca County within a reasonable time frame.
- **Non-Profit and/or Public Sector Experience:** Non-profit and public-sector work share the primary common goal of serving the community and the greater good through programs, products, and services, while simultaneously being accountable and serving supporters, stakeholders, and funders who are not the customers directly benefitting from the services. Previous experience in working in non-profits, working in or with the public sector is desirable.
- **Volunteer Experience:** Although we do non-profit work that improves the community as our "day" (and sometimes "night") job, each of the team members has additionally volunteered or is volunteering in various ways on other projects and causes we value. If someone brings this kind of personal history to the table, it is a plus on multiple levels.
- **Diversity:** Each of our team members brings unique, interesting, and different professional and personal backgrounds, experiences, perspectives, and identities to the organization, the team, and the work. We believe a diverse team makes a stronger team, and we would welcome someone who increased the diversity of our team.

## **6. Other Items of Note**

- Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Equal Opportunity Statement: TSEP is an equal opportunity employer.

For more information, please email [tsepsearch@tiffinseneca.org](mailto:tsepsearch@tiffinseneca.org).