



Job Opening	<i>Assistant Director</i>
Reports To	<i>Executive Director</i>
Job Highlights	<i>Year-round, full-time position with hybrid and flexible options. Potential for internal promotion.</i>
Status	<i>Non-Exempt</i>
Compensation	<i>\$56,000-\$78,000/year, depending on experience; benefits package negotiable</i>

ACEDC Mission

The Addison County Economic Development Corporation is a 501(c)(6) member-based regional economic development organization. ACEDC's mission is to create an entrepreneurial and innovative environment, nurturing businesses to launch, grow, and thrive. ACEDC assists entrepreneurs and business owners from all backgrounds, businesses of all sizes, during all stages of growth, while advancing economic and community development in Addison County, Vermont.

Job Purpose

This exciting new position supports the organization's mission by assisting the Executive Director in all aspects of the organization's activities. The Assistant Director will manage ACEDC's grant services including grant research, application assistance, and grant administration on behalf of Addison County businesses, municipalities, and nonprofits. The Assistant Director will also lead business development and support services for ACEDC while assisting the Executive Director in organizational oversight and administration to include budgeting and financial management, strategic planning, advocacy, and marketing and communications.

Duties and Responsibilities

- Provide comprehensive grant services to Addison County businesses, municipalities, and nonprofits including grant research, application assistance, and grant administration.
- Lead ACEDC's business attraction, retention, and expansion efforts by serving as an advisor and liaison to new and existing businesses.
- Convene/attend meetings with partners and stakeholders to identify priority regional economic development issues, catalogue current resources, and identify gaps and needs.
- Work directly with Addison County's Workforce Expansion Coordinator to develop and implement strategies focused on filling vacant jobs in target industries.
- Assist Executive Director with the following:
 - Develop and maintain strong relationships with regional partners and stakeholders.
 - Business and municipal outreach including site visits and consultations.
 - Management of ACEDC lending program and Revolving Loan Fund.
 - Preparation of quarterly, periodic, and annual reports.
 - Business and municipal membership development.
 - Manage special projects as assigned by Executive Director.
 - Other tasks and responsibilities as required.
- Duties and responsibilities may be tailored to align with specialized expertise and experience of the selected candidate.

Skills and Attributes

- Knowledge of Addison County, Vermont and its economic foundations.
- Enthusiasm for the mission of ACEDC and its future and the economic success of the region.
- Familiarity with Addison County organizations.
- Excellent communication and interpersonal skills and knowledge of meeting facilitation techniques.
- Excellent research, analytical and problem-solving abilities.
- Ability to establish and maintain effective working relationships with diverse groups of partners and stakeholders.
- Experience with federal, state, and philanthropic funding resources.
- Experience with grants research, writing, budgeting, and monitoring.
- Ability to assimilate abstract concepts, program goals and objectives and translate into concrete action plans.
- Strong organizational and multi-tasking skills.
- Team-management and leadership skills.
- Attention to details even under pressure.
- Time management skills with the ability to meet deadlines.
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the public.
- Excellent computer skills, including Microsoft Office 365, including Teams and SharePoint.

Minimum Qualifications

- Bachelor's degree required or a minimum of three years in a similar or equivalent organization and role; higher degree preferred.
- Two years of experience in economic development or related field preferred.
- Demonstrated grant research and writing experience and knowledge of government and non-government funding sources preferred.
- Demonstrated experience overseeing and guiding complex projects with multiple partners and stakeholders.
- Demonstrated knowledge of Addison County, Vermont preferred.
- Excellent written and verbal communication skills required.

Equal Opportunity Employment

The Addison County Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

How to Apply

Via email, submit cover letter and resume to Executive Director Alex Armani-Munn at aarmani-munn@addisoncountyedc.org with "Assistant Director Job Application" in the subject line. Applications due by October 10, 2025.