

Development Specialist

Position Summary

The Development Specialist supports countywide economic development and workforce initiatives within Seneca Regional Chamber & Development, a division of the Seneca County Collaborative. The role focuses on business retention and expansion, workforce assistance, property information and project submissions, Seneca County Land Bank administrative support, and incentive coordination.

The Development Specialist reports to the President & CEO and works closely with the Seneca Regional Chamber & Development division lead to coordinate assigned division responsibilities, manage information, and ensure timely follow-through. For assigned Land Bank activities, the Specialist works with the Community Development Director, who serves as Executive Director of the Seneca County Land Bank. The President & CEO provides overall supervision and direction, leads economic development strategy, and serves as the primary public-facing representative.

This hands-on position combines detailed administrative work with business visits, program facilitation, and partner engagement. It requires strong organizational and communication skills, attention to detail, and consistent follow-through, with opportunities for additional outreach and project responsibilities as experience develops.

Key Responsibilities

Business Retention & Expansion Support

- Assists with scheduling, preparing for, and participating in business retention and expansion visits to businesses throughout Seneca County in coordination with the Collaborative team.
- Documents incoming business assistance requests, coordinates referrals to appropriate staff and partner organizations, and tracks follow-up on assigned inquiries.
- Manages ExecutivePulse, the organization's business retention and expansion CRM, maintaining accurate records, visit notes, identified needs, and follow-up activities.
- Coordinates follow-up with businesses, team members, and workforce partners to connect employers with appropriate resources.
- Works with Regional Growth Partnership, the regional economic development partner, and JobsOhio, the state economic development partner, to support business assistance and project follow-up.
- Keeps the President & CEO and division lead informed of business needs, potential projects, and outstanding requests.

Workforce Program Assistance

- Assists in coordinating and facilitating workforce programs, including the Seneca County Skills Showcase, Student Bootcamps, Seneca County Educators' Bootcamp, and other workforce initiatives.
- Works in partnership with the Tiffin City Schools Business Advisory Council, Seneca Wyandot Business Advisory Council, employers, educational institutions, and other workforce partners.
- Coordinates assigned program logistics, including scheduling, registration, participant communications, materials, and event support.
- Tracks participation, gathers feedback, and assists with follow-up communications and program summaries.

Property Information & Project Submissions

- Manages site and building listings in ZoomProspector for JobsOhio project opportunities and LOIS for available properties displayed on the organization's website.
- Maintains accurate, current property information in both platforms, coordinating updates with property owners, real estate professionals, and local partners.
- Reviews active project leads from Regional Growth Partnership and JobsOhio with the President & CEO to identify properties that meet project requirements.
- Gathers and verifies property details, utility capacities, and supporting documentation with property owners, utility providers, and local officials.
- Prepares and submits qualifying properties and responses to requests for information for active project leads under the direction of the President & CEO, tracking submission deadlines and follow-up requests.

Seneca County Land Bank Administrative Support

- Works with the Community Development Director, in their role as Executive Director of the Seneca County Land Bank, to provide administrative support for assigned Land Bank activities.
- Assists with scheduling, correspondence, document preparation, recordkeeping, meeting materials, and other administrative needs.
- Gathers and organizes property and project information and prepares requested materials to support Land Bank activities.
- Tracks assigned Land Bank tasks, deadlines, and follow-up items and coordinates with the Community Development Director and partner organizations to support timely completion.
- Assists with maintaining organized Land Bank records and project documentation as assigned.

Incentive Coordination & Administrative Assistance

- Assists the President & CEO with the administrative coordination of economic development incentive applications.
- Works with businesses, local officials, Regional Growth Partnership, JobsOhio, and other program administrators to gather required information and supporting documents.
- Prepares application materials and coordinates with businesses and program administrators to ensure complete and timely submissions, following up on missing information and additional requests.
- Assists with tracking post-award reporting deadlines and gathering required documentation for assigned incentive projects under the direction of the President & CEO and applicable program administrators.
- Maintains organized application files and tracks deadlines, submission status, and related follow-up requirements.

Administrative & Organizational Support

- Compiles activity summaries, project updates, and supporting information for reports prepared by the President & CEO and appropriate division leads.

- Assists with basic promotional materials and social media content for economic development and workforce initiatives in coordination with the President & CEO and division lead.
- Participates in relevant business, workforce, and community meetings and events as assigned.
- Monitors assigned deadlines and next steps, proactively follows up on outstanding items, and alerts the President & CEO when competing priorities, missing information, or other issues could delay completion.
- Supports shared Collaborative projects and events and performs other related duties as assigned.

Skills & Qualifications

- Bachelor's degree and 1 to 3 years of experience in administrative support, project coordination, business services, customer service, workforce programming, or related work preferred. An equivalent combination of education, training, and relevant experience will also be considered.
- Economic development or workforce experience is helpful but not required.
- Strong organizational skills, attention to detail, and the ability to manage multiple deadlines and maintain accurate records.
- Effective written and verbal communication skills and the ability to build professional relationships with businesses, educators, public officials, and community partners.
- Proficiency in Google Workspace and Microsoft Office, with the ability to learn and manage CRM and property information platforms.
- Ability to work independently on assigned tasks while communicating progress, identifying issues, and collaborating with team members.
- Sound judgment and discretion when handling sensitive business and project information.
- Familiarity with social media and experience using Canva to create basic graphics and promotional materials preferred.
- Interest in economic development, workforce programming, and supporting Seneca County's business community.

Position Details & Working Conditions

- This is a full-time, in-person position based in Tiffin, Ohio. A valid driver's license, reliable transportation, and availability for local travel, business visits, and occasional evening and weekend meetings and events are required.

Reports To: President & CEO