



Economic Development Partnership of Alabama  
500 Beacon Parkway West  
Birmingham, AL 35209

**POSITION DESCRIPTION:**  
***Research and Grants Analyst***

Job Description:

Overview: Learns and performs assigned duties, under direction of experienced personnel, to advance programs of EDPA. Primary duties will be focused on entrepreneurship and support of the Alabama Launchpad program. Other duties will involve grant management and the support of traditional economic development efforts.

Assist the Alabama Launchpad team with events and projects related to proof of concept and seed stage competitions.

Identify opportunities and prepare proposals to private and corporate foundations for fundraising.

As needed, support grant-specific projects, including use of tools required to manage the grant and complete assessments for fact-based economic development work. Employee will assist with presentations; industry-segment research; and special projects, utilizing Internet and fee-based data sources.

Assist in communication strategies to increase awareness of the Alabama Launchpad program across the state.

Support the development of appropriate written and graphic reports that can be used for multiple projects. Assist with maintenance of data components and products as assigned.

Cross train in two additional areas of EDPA as assigned by management. These areas may include Community Partner, Project Support, Advantage Sites, and buildings/sites database programs.

Function as a team member on all assignments.

Engage in required professional development

Qualifications:

Degree (preferred) in field related to economics, economic development, international studies and/or business administration

Working knowledge of computer software - Microsoft Office, CRM (Salesforce), Constant Contact and data mining

Knowledge of research techniques and national and state data sources

Strong oral and written communications skills, including effective listening

Good organizational skills and detail-oriented

Flexible team member with enthusiastic attitude

Self-starter and motivated to find new opportunities

To apply, please send resume  
to [gsheek@edpa.org](mailto:gsheek@edpa.org) by May 17  
Position Length: 12-15 months

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