Inclusive Economic Development Associate, Knowledge Management

New Growth Innovation Network (NGIN) is a national network of economic development practitioners focused on inclusive economic growth and closing structural opportunity gaps, to ensure that people of color, women and neglected geographies are a core part of regional economic growth and prosperity.

Through funding from the U.S. Economic Development Administration, NGIN’s Inclusive Recovery Initiative supports economic development organizations around the country to embed inclusive economic recovery strategies into their regional plans.

NGIN is hiring an Inclusive Economic Growth Associate, Knowledge Management to support the Inclusive Recovery Initiative. The position acts as the project-lynchpin, compiling and organizing critical content on the project, key outcomes and learnings, and stakeholder input and feedback. This position will also be responsible for grant reporting, summarizing project outcomes, and preparing progress reports for the donor. NGIN is seeking a detail-oriented individual with strong organizational skills, an interest in inclusive economic development, and a willingness to learn about Federal Award reporting guidelines.

Responsibilities & Key Activities:
• Contribute to knowledge development and generate insights on a wide variety of topics through quantitative and qualitative research methodologies.
• Organize and track key learnings from the Inclusive Recovery Initiative across NGIN and grant partners
• Contribute to the development of the final grant deliverables
• Design effective ways to share insights and communicate learnings with varied audience such as practitioners, donors, etc.
• Prepare program reports for donor, summarizing progress and performance
• Develop and continuously update a knowledge database of information on NGIN’s project outcomes and findings as well as national thought leadership in inclusive economic development

About the Candidate:
You have a firm commitment to inclusion and economic justice. You have the ability to think both critically and creatively. You are methodical, organized and can balance multiple projects concurrently. You enjoy building new skills and are comfortable as member of a team in a low-structure environment.
• 3+ years of relevant professional experience
• Comfortable working in a virtual environment in a team structure, taking initiative and ownership of projects, and managing complex timelines
• Understanding of or willing to learn about Federal Award guidelines
• Strong written and oral communication skills

To Apply:
Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/ preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law. Email your cover letter, résumé, and writing sample to innovate@newgrowth.org. Please specify the job you are applying for in the subject line of your email.