Columbia Pacific Economic Development District

Job Description: Communications & Grant Writing Specialist

About the Columbia Pacific Economic Development District

The Columbia Pacific Economic Development District (ColPac) is a regional economic development organization serving Columbia, Clatsop, Tillamook, and western Washington Counties in northwest Oregon. ColPac works with local governments, businesses, nonprofit organizations, state and federal agencies, and other regional partners to strengthen the regional economy and improve quality of life.

Responsibilities

Communications responsibilities will support transit and transportation options; brownfield assessment and redevelopment; access-to-capital programs; economic development initiatives; and other ColPac projects and partnerships. Grant-writing responsibilities will support ColPac programs and projects as well as eligible projects undertaken by regional partners.

Essential Functions and Responsibilities

1. Communications & Outreach – 45%

Develop, implement, and maintain communications and outreach activities that increase awareness of ColPac, its programs, services, projects, and regional partnerships.

Responsibilities include:

- Develop and maintain a communications calendar and coordinate communications activities across multiple programs and projects.
- Create clear, accurate, and engaging content for ColPac websites, newsletters, social media, press releases, reports, presentations, outreach materials, and other communications platforms.
- Develop communications and outreach materials that explain transportation and mobility options, brownfield programs, access-to-capital resources, grant-funded projects, and other ColPac initiatives.
- Coordinate communications related to meetings, workshops, public events, stakeholder engagement activities, and other regional initiatives.
- Represent ColPac at public events, meetings, and assigned committees, as appropriate.
- Monitor and track relevant regional Council, Commission, and other public meeting agendas for issues and opportunities relevant to ColPac and its partners.
- Assist with event logistics, site setup, participant greeting, and other duties necessary to support successful meetings and events.

Columbia Pacific Economic Development District

2. Grant Research, Development & Writing – 45%

Responsibilities include:

- Monitor grant opportunities and funding programs relevant to ColPac's priorities and the needs of its regional partners.
- Analyze grant guidelines, eligibility requirements, evaluation criteria, match requirements, timelines, and reporting obligations.
- Develop grant narratives, work plans, project descriptions, budgets, schedules, performance measures, and other application materials.
- Manage letters of support, resolutions, partnership agreements, and other materials required for grant applications.
- Support post-award activities, including grant documentation, communications, reporting, and coordination, as assigned.
- Provide grant development assistance to ColPac partners and regional organizations when consistent with ColPac's programs, capacity, and strategic priorities.

3. Operations & Program Support – 10%

- Provide administrative, research, communications, and project support across ColPac programs as assigned.
- Assist with meeting preparation, records, program tracking, and other organizational needs.
- Support special projects and emerging priorities as directed by the Executive Director.

Screening Criteria

Education and Experience

- Bachelor's degree in communications, marketing, public relations, journalism, business, public administration, planning, or a closely related field; and
- Three years of progressively responsible experience in communications, public relations, marketing, grant writing, project development, or a related field;
- OR any satisfactory equivalent combination of education, training, and experience.

Special Requirements/Licenses

A valid Oregon driver's license and proof of an acceptable driving record are required. The position requires regular travel throughout ColPac's service area and may occasionally require travel elsewhere.

Required Knowledge, Skills, and Abilities

- Track record of successful grant writing for philanthropic, state, and/or federal funders.
- Excellent written and verbal communication skills, including the ability to translate complex technical, policy, financial, or program information into clear and accessible language.
- Ability to manage several projects simultaneously and see them to completion.
- Demonstrated ability to follow through on commitments and proactively manage assignments.

- Ability to establish and maintain productive working relationships with public agencies, nonprofit organizations, businesses, consultants, funders, and other stakeholders.
- Proficiency with standard office productivity and online collaboration tools.

Regular attendance and work hours are required to meet the demands of this job and to provide necessary services.

Preferred Knowledge, Skills, and Abilities

- Experience writing and managing applications for state and federal grants.
- Project management experience.
- Experience working with local governments, special districts, nonprofit organizations, economic development organizations, transportation agencies, or other public-sector and community partners.
- Mastery of Microsoft Office applications, social media software and management platforms (currently LinkedIn and Meta), online newsletter software (currently Mailchimp), graphic software (currently Canva), survey software (currently Qualtrics, SurveyMonkey, and Google Forms), and basic photo- and video-editing software.
- Ability to develop visually engaging newsletters, graphics, presentations, and other public-facing communications materials.

Compensation and Benefits

Salary: $60,000–$80,000 annually, depending on qualifications and experience.

Benefits: ColPac offers a competitive benefits package, which includes:

- Health insurance stipend.
- Paid Time Off and 10 holidays.
- Professional development and training opportunities.
- Mileage reimbursement and travel expenses for authorized work-related travel.

Physical Demands of Position

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with qualified disabilities to perform the essential functions.

This position is primarily performed in an office or remote work environment and requires the ability to regularly use a computer, keyboard, telephone, and other standard office equipment. The employee must be able to communicate effectively, both verbally and in writing.

The position periodically requires travel to meetings, events, project sites, and partner locations. Duties may occasionally require standing, walking, bending, reaching, carrying materials, and assisting with meeting or event setup. This position requires sufficient mobility and manual dexterity to perform the essential functions of the job.

Columbia Pacific
Economic Development District

This job description is intended to describe the general nature and level of work performed by the employee in this position. It is not intended to be an exhaustive list of all duties. ColPac reserves the right to modify, add, or remove duties as organizational needs change.

Additional Information

Interested parties should email a cover letter and CV to DIRECTOR@NWOREGON.ORG before Thursday, September 24, 2026. After initial screening, qualified applicants will be invited to complete a short questionnaire. Finalists will be invited to a virtual panel interview followed by an in-person interview with the Executive Director.