



Example of Outreach Associate Job Description

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Our growing company is searching for experienced candidates for the position of outreach associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for outreach associate

- Develop and implement a strategic plan for collegiate outreach efforts
- Applications include a letter outlining interest and relevant experience, a curriculum vitae and the names of three (3) professional references
- Assist Regional Director with Business Outreach Program
- Establish and maintain contact with senior managers and executives of target industry companies operating on Long Island to promote and facilitate their retention, expansions or diversification in NYS
- Support Regional Director (RC Exec Dir.) and staff in Regional Council tasks
- Assist in developing project analysis and review
- Responsible for coordinating financial analysis of projects with ESD Finance team
- Prepare various administrative documents, including project Origination paper work, reports, presentations, budget materials and other documents as needed
- Monitor project compliance to ESD guidelines and regulations
- Maintain close contact with IDA's, chambers of commerce, municipalities, and other key economic development agents to coordinate and assist with client servicing and business outreach efforts

Qualifications for outreach associate

- Ability to think and plan strategically with strong organizational and logistical skills

- 4 to 6 years of experience in an academic setting – preference for 5+ years of research administration experience in a high-volume setting
- Knowledge of components of NIH, NSF, and DOD grants and contracts
- Knowledge of administrative, cost and principles related to sponsored research activities
- Experience with NIH funding mechanisms, including multi-component mechanisms, including some budget development