

Community Development Specialist, BBPC - Pittsburgh, PA

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The Community Development Specialist will be responsible for administering businesses and community development programs in Pittsburgh's Beechview and Brookline neighborhoods. The candidate should be willing to actively work with the Boards and Fundraising Committees to build and strengthen the annual campaigns and other funders. Oversee all grant requests, foundation relations and researching of new funding opportunities and work to increase earned income as a percentage of operating budgets. Candidate may be required to assist in written communications including both electronic and traditional (e.g.: hard copy) formats with particular respect to time-sensitive elements. Items include: Press releases and media relations, Promotional brochures, Award nominations, Limited grant writing support and activities.

Bachelors degree or equivalent on the job experience required.. One to three years non-profit experience preferred. Excellent organizational and writing skills are essential. Additionally, should possess good communication skills and a willingness to invite individuals to participate. Flexible schedule.

TO APPLY: Please respond by sending resume to: bbpersonnelcommittee@gmail.com or PO Box 9606, Pittsburgh, PA 15226

Please mention that you heard about this opportunity from Dewey & Kaye Jobs Watch in your cover letter when applying for this position.