DELTA | DEVELOPMENT | GROUP
INC.

Economic Development Associate/Grant Writer

Delta Development Group, Inc. is seeking a motivated, detail-oriented professional to support grant funding, community planning, and economic development projects.

For more than 38 years, Delta has helped public-sector and community clients transform their goals into actionable, fundable projects. As an Economic Development Associate, you will collaborate with experienced consultants, clients, public agencies, and project partners to help strengthen communities throughout Pennsylvania and beyond.

What You'll Do

- Researches, prepares, and manages grant proposals for federal, state, and local funding opportunities.
- Monitors grant compliance requirements and coordinates required reporting and performance-measurement activities.
- Conducts research and analyzes relevant data to support planning and public policy initiatives.
- Collaborates with clients, public agencies, and project partners to gather information and develop competitive funding applications.
- Provides support for government relations activities and facilitates effective stakeholder engagement.
- Contributes to long-term planning initiatives designed to promote economic growth and strengthen community resilience.

What You'll Bring

- A bachelor's degree; a related field such as Public Administration, Planning, Economic Development, Political Science, Public Policy, Business, or Communications is preferred.
- Strong professional writing, editing, research, and communication skills.
- Excellent organization, time management, and attention to detail.
- The ability to manage multiple assignments and deadlines.
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook.
- The ability to work independently and as part of a collaborative team.
- Experience in grant writing, proposal development, project coordination, government relations, or community development is preferred.
- A relevant master's degree is a plus.
- Experience with Canva or similar tools is a plus.

Benefits:

Health, dental, and vision insurance, paid time off, 401(k), life insurance, tuition reimbursement, and professional development assistance.

To apply, please send in your resume, cover letter, and a personally developed writing sample to:

Alina Abbas
Human Resources Manager
aabbas@deltaone.com

Work Location (in-person):
225 Grandview Avenue
Suite 301
Camp Hill, PA
17011

Delta Development Group, Inc. is an Equal Opportunity Employer and is committed to a workplace where everyone is treated with respect. Employment decisions are made without regard to any legally protected status. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.