

## **Economic Development Planner**

The Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), a regional council of governments, has an immediate opening for an Economic Development Planning Program Manager. This is a full-time, permanent position. The selected candidate will report directly to the Executive Director and will be responsible for administering the Partnership Planning grant awarded to NEFCO by the U.S. Economic Development Administration (EDA). NEFCO was designated by EDA in 1978 as an Economic Development District.

### **Responsibilities and Related Activities**

- Update the region's Comprehensive Economic Development Strategy (CEDS)
- Inform NEFCO's members and the region's economic development practitioners of economic development funding opportunities
- Provide guidance to those NEFCO members interested in applying for EDA funding
- Report monthly to NEFCO's governing board
- Provide technical assistance to NEFCO members, economic development organizations, local governments and private entrepreneurs concerned with development planning
- As part of the CEDS update, become familiar with disaster resiliency planning in the region
- On an as need basis, hold meetings with established technical advisory committee for guidance and prioritization of agency work program items
- Prepare and submit quarterly and/or annual progress and fiscal reports as required by the aforementioned grants
- Monitor federal, state and local development legislation and regulations of importance to local communities
- With input from agency staff, organize articles for the quarterly agency newsletter

### **Qualifications**

A Master's Degree with pertinent planning or governmental experience preferred. An exceptional candidate with a Bachelor's Degree and pertinent planning or governmental experience may be considered. Degree concentrations should be in business, city or regional planning, economics, or geography. Other related, relevant fields will be considered.

Other qualities needed from potential candidates:

- Familiarity or experience with common economic development planning tools and funding
- Familiarity with common terms used in economic development
- Experience with brownfields not required but of interest
- Superior writing skills
- Good organizational ability
- Public speaking experience and competence (effective communication skills)
- Proficiency required in common office computer software including MS Word, Excel, and PowerPoint
- Familiarity or experience with maps, electronic or hard copy

Valid State of Ohio driver's license, a good driving record, and possession of liability coverage required. Occasional in-region or state travel with mileage reimbursement. Candidate should be willing to use personal transportation or have access to alternative transportation

### **Compensation and Benefits**

Salary range \$40,000 to \$60,000, subject to background and experience.

Sick leave (120 hours accrued per year), paid holidays, 2 weeks paid vacation, compensatory time provided for approved overtime

Free parking in enclosed deck adjoining office.

Employer/employee contributions to the State retirement system

→Resumes received will be reviewed during the week of **October 2, 2017**; resumes will continue to be accepted after that date until position is filled

**Interested candidates should submit a resume, cover letter and salary needs to:**

Joseph Hadley, Jr.

Executive Director

NEFCO

175 S. Main Street, #211

Akron, OH 44308

Attn: Rebecca Morgan, Administrative Assistant

Candidates may email cover letter and resume to [HR@nfcoplanning.org](mailto:HR@nfcoplanning.org)

Subject: Economic Development Planner

**No phone calls please**

**September 2017**