



Community Development Planner

South Bend, Indiana

Entry to Mid-Level

Summary

The Michiana Area Council of Governments is seeking an innovative and motivated professional to fill a full-time Community Development Planner position. This position will assist the Senior Community Development Planner in providing community development and planning assistance to communities in the MACOG region. The Community Development Planner will assist with preparing grant applications, grant writing, and project development for grant funding programs; provide technical assistance to local governments, businesses and regional stakeholders; and assist with the implementation of regional plans. Primary responsibilities include:

Duties

- Implement the updated Comprehensive Economic Development Strategy (CEDS) and the Collaborating for Regional Resilience and Economic Growth Plan.
- Identify economic and community development grant-eligible projects with state and federal resources.
- Develop, prepare, and administer US Economic Development Administration, Community Development Block Grant (CDBG), and other grant applications for local governments, MACOG, and other eligible entities.
- Work as a liaison between local governments, nonprofit organizations, and the EDA to help identify and acquire grant resources.
- Foster and develop collaborative partnerships between local governments, public and private non-profit organizations, philanthropic entities, higher education institutions, and the private sector.
- Provide technical assistance to local governments, nonprofit organizations, and other regional partners by providing a variety of planning activities.
- Provide assistance and oversight to a Regional Revolving Loan Fund, if MACOG is awarded funding.

Qualifications

- Bachelor's degree in Economic Development, Planning, Public Administration, Business Administration, or related field (Bachelor's degree from an accredited institution or equivalent professional experience).
- Experience in community and economic development, along with experience in grant writing and prospect research is desirable, but not required.
- The candidate must have a high level of motivation and self-direction, ability to set goals and prioritize completing tasks.





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- Ability to work independently and to partner effectively with colleagues.
- Strong verbal and written communication skills.
- Candidates that have a familiarity with Adobe Creative Suite, Microsoft Office, and Social Media applications is a plus.

To Apply

Send a resume, letter of interest, and the names and contact information for three references to: macogdir@macog.com Attn: Community Development Planner. The letter of interest should address the applicant's qualifications, interest and ability to fulfill the duties of this job. For more information, visit the MACOG website at www.macog.com.

