



TRI-COUNTY
regional planning commission

ECONOMIC DEVELOPMENT PROGRAM MANAGER POSITION DESCRIPTION

POSITION SUMMARY

The Economic Development Program Manager is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties include managing the development and implementation of the Comprehensive Economic Development Strategy (CEDS) and coordinating the agency's economic development programming and planning initiatives. This position is responsible for providing technical assistance to regional entities and agency staff, connecting communities and organizations to funding resources, and establishing cross-sector regional partnerships to support community initiatives. The Economic Development Program Manager also coordinates and facilitates the agency's committee(s) related to economic and community development. This position reports to the Deputy Director.

AREAS OF RESPONSIBILITY & PRINCIPAL DUTIES

- Develops, manages, maintains, and updates the region's CEDS document and process
- Implements and facilitates CEDS action plan, including special projects and initiatives based on regional needs and federal requirements; projects may include studies, plans, grantmaking programs, pilot projects, and more to support talent attraction and retention, workforce development, corridor planning and infrastructure coordination, business expansion and creation, placemaking and community vibrancy, job creation, housing availability and attainability, economic diversity and inclusion, urban and rural development, tourism and marketing, mobility and transportation options, and/or related social and cultural impacts on quality of life
- Maintains Economic Development District designation and U.S. Economic Development Administration (EDA) program eligibility
- Supports local communities and regional organizations in obtaining funding resources and technical assistance, primarily via EDA's investment programs; facilitates project development and implementation of economic strategies
- Monitors regionally significant local development projects, potential or planned infrastructure investments, and opportunities to encourage job and business retention, expansion, and creation; advises agency leadership of prospective cross-sector partnerships
- Coordinates, facilitates, and supports the agency's CEDS steering committee and related economic/community development committees, subcommittees, and working groups; maintains group membership and facilitates the setting of goals and project development
- Manages federal, state, and other grant-funded economic development programming for the agency; identifies and applies for grant funding to support economic development planning programs for the region
- Serves as a regional resource on best practices and effective economic development procedures for planning professionals; provides grant writing, training, and other planning/technical assistance
- Maintains economic data resources and tools; conducts analyses of regional economic trends
- Collaborates with Deputy Director and agency program staff to integrate economic development planning with agency's environmental, transportation, and land use programming

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- Coordinates economic development programming outreach activities, including publications, education, website management, and social media activities, with the Director of Marketing & Community Engagement
- Builds and maintains productive working relationships and partnerships with federal, state, local, nonprofit, and private sector representatives to collaborate, cohesively plan, and ensure the coordination of regional economic development planning; attends external events in support of partners as appropriate
- Prepares and submits federally required annual/monthly/recurring reports
- Prepares correspondence, reports, and studies and makes presentations regarding program/project activities; responds to inquiries and technical assistance requests

POSITION QUALIFICATIONS & REQUIREMENTS

Education

A bachelor's degree is required; public or business administration, economics, urban or regional planning, marketing, or related field preferred.

Experience

This position requires a minimum of 3 years' professional experience directly related to community and/or economic development, urban planning, or related fields.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong understanding of the regional economic landscape, political and social climates, and community partnerships; awareness of region's workforce and business development challenges and opportunities
- Familiarity with basic economic planning principles; ability to apply principles to identify strategies that diversify local economies, generate and retain private sector jobs and investment, and attract and retain talent
- Working knowledge of local, state, and federally funded grant opportunities and community development programs
- Excellent relationship-building and interpersonal skills; passion for building community support and demonstrated ability to bring people together to accomplish a common goal
- Maintains a professional, non-partisan public profile consistent with organizational values and the agency's role as a neutral facilitator; ability to represent the agency in a courteous, pleasant, helpful, and professional manner within various informal/formal and virtual/in-person settings with office staff, elected officials, community partners, and the public
- Strong written and verbal communication skills; ability to make effective presentations at meetings of governmental groups and at public events
- Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
- Experience administering municipal, state, and federal funding programs
- Creative and effective problem-solving skills; ability to gather and interpret data and information to solve practical problems and produce innovative solutions
- Well organized and able to meet deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proactive and self-motivated; willingness and desire to improve and learn new processes

- Collaborative, flexible team player
- Detail oriented and passionate about quality
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
- Experience with Adobe software a plus (InDesign, Illustrator, Photoshop, etc.)
- Experience with Geographic Information System (GIS) or other data visualization, mapping, or analytics software a plus
- Professional planning/related certification preferred (e.g., CEcD, AICP, EDFP, GISP)
- Ability to maintain a remote work setting that is conducive to an effective working environment and successful time management, including technical requirements such as reliable internet access
- A valid driver's license, reliable method of transportation, and willingness to travel on business

COMPENSATION & BENEFITS

Financial Compensation

This position is classified within Level V of the salary scale; pay \$58,721-\$80,364. Starting compensation commensurate with qualifications and experience.

Medical Benefits

We recognize that the health of you and your family matters. Our agency offers industry-leading medical, dental, and vision plans designed to enhance your health and wellbeing and make it easy to take care of yourself. Every plan is 100% agency funded, keeping money in your pocket and giving you peace of mind. Employees are eligible for medical benefits immediately upon hire.

Remote Work Opportunities

While we maintain physical offices for each of our staff members, working remotely from your home residence provides opportunities for flexibility and improved work-life balance. Our technology accommodations allow staff to work securely from the comfort of your own home, saving both commuting time and transportation costs.

Additional Benefits and Incentives

- Industry-competitive wage structure designed to provide our employees with financial incentives to excel and thrive.
- In addition to your regular salary, we will invest an additional 9% of your gross wages into your defined contribution retirement plan with no required matching contribution.
- Annual Leave (up to 4 weeks annually). Unused time rolls over into the next calendar year.
- Sick Leave (12 days per year). Unused time rolls over into the next calendar year.
- On top of paid time off, we will annually provide an additional day to tend to general personal business.
- Agency-provided Disability & Life Insurance (up to \$200,000)
- Short- and Long-Term Disability
- 15 paid holidays, giving you more time to get away, stay fresh, and spend time with loved ones.
- Employee assistance program that provides consulting on problems involving family/marital relationships, finances, emotional stress, etc.
- Paid training and opportunities for tuition assistance
- Longevity pay

- Relocation assistance

Optional Benefits

- Deferred compensation program (457)
- Flexible medical and child-care spending accounts
- AFLAC

COMMUNITY BACKGROUND

The Tri-County Regional Planning Commission is based in Lansing, the state capital of Michigan. Located in south-central Michigan and within a two-hour drive of 90% of the state's population, the Greater Lansing area offers easy access to the Midwest—and the world—and is one of the region's most affordable places to live.

Home to nearly half a million people, the Greater Lansing area—comprised of communities within Clinton, Eaton, and Ingham counties—offers an unbeatable combination of historic small-town atmosphere and cosmopolitan sophistication. The presence of one of the nation's largest centers of learning, Michigan State University, and the nearby state capitol in Lansing makes the metropolitan hub of our region as diverse as the world is large. Authentic people, inclusive communities, a variety of recreational amenities and entertainment options, and affordable urban and rural living options make the revamped American Dream a real possibility.

Minimal traffic congestion means more time doing the things you love, and a variety of transportation options – including fixed public transit services, an expansive trails network, an international airport, and a train station that connects the east side of the state all the way to Chicago – gives you the freedom to choose how you travel to neighboring communities, your work or education, getaways, and beyond.

Historically a hub for manufacturing, academia, and government, Greater Lansing has broadened its horizons and is now a leader in a wide variety of industries, including insurance, information technology, and nuclear physics. Top regional employers include the State of Michigan, Michigan State University, Sparrow Health System, General Motors, Lansing Community College, McLaren Health, Auto-Owners Insurance Group, Peckham, Jackson National Life Insurance Company, and Dart Container Corporation.

Learn more about our region and why the Greater Lansing area is an ideal location to live, work, and play at lansing501.com.

WHY TRI-COUNTY?

The Tri-County Regional Planning Commission is a public planning agency established in 1956, serving Clinton, Eaton, and Ingham counties in Mid-Michigan. We make our region a more prosperous community by planning for a strong economy, reliable transportation, and sustainable infrastructure and natural resources.

We are a team of 15, operating with a nearly \$3 million budget within three programs and supporting administrative roles to serve the needs of our region's 78 communities, including cities, villages, townships, and counties. Our core programs include: Transportation, Community Development, and Environmental. At Tri-County, you'll experience a fast-paced and collaborative work environment, with every day bringing something different. Opportunities and support to find innovative solutions to regional problems are never in short supply. Our partnerships with organizations that share our mission in transportation, economic, and environmental issues bring ample opportunities to meet leaders in the community and work with a wide variety of causes, industries, and people within various sectors, including nonprofit, private, and local, state, and federal government agencies.

Tri-County is directed by a board of 19 commissioners representing the three counties, City of Lansing, public transportation agencies, and several larger municipalities. They come together to resolve problems and guide development of the Greater Lansing area with a regional perspective, looking past county and municipal boundaries for the greatest good of our region's people and communities.

Together, our team and Board of Commissioners work to be dedicated leaders and innovators, connecting local organizations and governments to funding, technical assistance, data resources, and opportunities to discuss trends and challenges affecting the tri-county region.

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at mitcrpc.org/careers. Position is open until filled.