
JOB DESCRIPTION

Working Title: Senior Planner

Official Title: Senior Community Development Specialist

Classification Title: Leadership

Position Classification: Permanent Full-time; Exempt employee

Department/Division: Economic Development Division (EDD)

Location: Terre Haute – Main Office

Salary Range: \$50,960 to \$68,000 per year

Working Hours: 8 am - 5 pm with occasional evening meetings

Benefits: Health, dental, vision, health savings account, 401k (7% matching), vacation, sick leave, life insurance, mileage reimbursement, cell phone reimbursement, wellness planning and access to a health clinic, professional development, employee assistance, tuition reimbursement

Job Summary:

The West Central Indiana Economic Development District, d/b/a Thrive West Central (“Thrive”), is an innovative regional driver dedicated to enhancing community assets while improving the overall quality of life in West Central Indiana through complex problem-solving, quality service, and collaborative partnerships. Thrive West Central’s Economic Development Division supports communities through project development, planning, and technical expertise, consulting, data and research, and grant writing and administration. Thrive prides itself on being a terrific place to work. We are outside of the box thinkers, who have a great sense of community, friendship, and fun.

The Senior Planner serves as a leader within Thrive’s Economic Development Division and is passionate about making West Central Indiana a great place to live, work, and play. They strive to achieve that vision in a collaborative, regional manner by utilizing best practices in economic development, planning, community development, education, and placemaking. They are a mentor and an advocate for economic and community development.

Thrive is seeking an experienced planner who is looking to take their career to the next level by leveraging their technical knowledge, analytical and writing skills, and leadership acumen to develop and implement projects that improve the economic, physical, and social well-being of West Central Indiana. The Senior Planner must have strong communication and management

Thrive West Central
AN EQUAL OPPORTUNITY EMPLOYER

skills and be an innovative problem-solver. They will have the ability to target and pursue a diverse range of tools and funding opportunities to support the development of the region. They must be able to effectively build working relationships with community leaders, elected officials, government employees, and other key stakeholders throughout the region, state, and country. They should have a strong understanding of local and regional economic data, grant writing and administration, planning principles, government regulations, and public engagement.

Duties and Responsibilities:

- Provides vision and leadership in developing and implementing economic and community development programs and ensures the quality, responsiveness, efficiency, and effectiveness of those programs.
- Represents Thrive externally, including making presentations and recommendations to local partners and community stakeholder groups, elected officials, county departments, state officials, citizen groups, and other policymaking entities regarding current and future development.
- Assists in the development of division goals and objectives to be consistent with priorities and policies established by the Executive Director. Creates obtains buy-in on and implements Thrive's economic and community development strategic plan and action plan (CEDS and other plans).
- Has the opportunity for supervision of junior community development specialists.
- Performs complex research, studies, and analyses and develops plans or reports.
- Stays abreast of new trends and innovations in the field and identifies opportunities to bring them to West Central Indiana.
- Maintains a safe and healthy work environment. Strives to serve not only the communities and residents within our region, but also Thrive's employees to empower them to continue to learn, grow, and develop both personally and professionally.
- Performs related work or other duties as assigned.

Accountability: The Senior Planner is a member of leadership team and reports to the Director of Economic and Community Development.

Requirements:

- Bachelor's degree in a related field, including but not limited to urban and regional planning, public administration, economics, or geography. Master's degree preferred.
- At least 4 years of professional experience in planning, project management, grant writing, and/or public administration.

Thrive West Central
AN EQUAL OPPORTUNITY EMPLOYER

- At least 3 years of relevant experience in economic and community development

Knowledge and Skills:

- Knowledge of economic development principles and best practices and a commitment to innovation in the field
- Knowledge of local, state, and federal grant opportunities, including but not limited to the Economic Development Administration, Indiana Office of Community and Rural Affairs, U.S. Department of Agriculture, Environmental Protection Agency, Indiana Finance Authority, and Indiana Department of Natural Resources are a plus
- Demonstrated project planning and management skills
- Ability to effectively manage operations and delegate tasks
- Ability to interpret client needs and solve complex issues while managing and prioritizing multiple projects and demands
- Excellent communication skills, both verbal and written
- Proven ability to deal effectively and courteously with individuals at all levels and build cooperative, productive relationships with partners

Special Requirements:

- Must possess and maintain a valid driver's license and clean driving record and the ability to operate a motor vehicle in a responsible and safe manner.
- Must be legally eligible to work in the United States.