

Economic Development Planning Program Manager

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. It is not an entry level 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.

NEFCO also has a USEPA Brownfields Coalition Assessment grant for one of its counties. The selected candidate will administer the third and final year of this exciting grant.

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
- 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 order to develop and maintain a strategy that details the region's emergency planning
- On an as need basis, hold meetings with established technical advisory committees 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
- For the brownfields program:
 - meet with individuals and groups in the business community and with local government officials/planners to inform them of the brownfields program's opportunities and requirements for participation;
 - become familiar with current projects;
 - prepare necessary documents and other information on proposed sites;
 - assist in the selection of a NEFCO pre-approved consulting firm for the assessment work
 - coordinate post-assessment activities, including meetings and correspondence with end users/developers re next steps
 - participate in training by attending the annual brownfields conference

Qualifications

A Master's Degree with pertinent planning or governmental experience. 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 aptitude for grant-related training expected
- Superior writing skills
- 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. Candidate should be willing to use personal transportation with mileage reimbursement or have access to alternative transportation for primarily in-region travel

Compensation and Benefits

Salary negotiable, subject to background and experience; candidates should indicate desired salary. Sick leave (120 hours accrued per year), paid holidays, 2 weeks vacation, compensatory time provided for approved overtime

Free parking in deck adjoining office.

Employer/employee contributions to the State retirement system

→Position open until filled; review of cover letters and resumes will begin immediately

Interested candidates should submit a resume and cover letter 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@necoplanning.org

Subject: Economic Development Planning Program Manager

No phone calls please

February 2017