

Economic Development Planner

The Northeast Ohio Four County Regional Planning and Development Organization (NEFCO), a regional council of governments, located in northeast Ohio, has an immediate opening for an Economic Development Planner. 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 the EDA in 1978 as an Economic Development District. This is an excellent opportunity to practice economic development planning at various levels of government (municipal, township and county) and in urban, suburban and rural environments!

Responsibilities and Related Activities

- Provide guidance to those NEFCO members interested in applying for EDA funding
- With assistance from regional partners, take steps to implement the region's Comprehensive Economic Development Strategy (CEDS), including disaster resiliency planning
- Provide technical assistance to NEFCO members, economic development organizations, local governments and private entrepreneurs concerned with development planning
- Inform NEFCO's members and the region's economic development practitioners of economic development funding opportunities
- Prepare quarterly and/or annual progress and fiscal reports as required for the EDA grant
- Meet with member local and county government economic development professionals to become familiar with their goals and challenges
- Report monthly to NEFCO's governing board
- Hold meetings with the established technical advisory committee to receive guidance on the agency's economic development planning work program and to discuss local and regional challenges and opportunities
- 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 \$50,000 to \$65,000, subject to background and experience.

Sick leave (120 hours accrued per year), paid holidays, 2 weeks paid vacation (to start), compensatory time provided for approved overtime Free parking in enclosed deck adjoining office.

Employer/employee contributions to the State retirement system

Interested candidates should submit a cover letter, resume, 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@nefcoplanning.org

Subject: Economic Development Planner

➔ Responses received will be reviewed during the week of **April 1, 2019**; resumes etc. will continue to be accepted after that date until the position is filled.

No phone calls please

March 2019

