

Regional Economic and Community Development Project Manager

Isothermal Planning and Development Commission (IPDC)

General Statement of Duties

Isothermal Planning and Development Commission (IPDC) is seeking a dynamic and qualified professional for the position of Regional Economic and Community Development Project Manager. This position is responsible for diverse economic and community development projects, including but not limited to project development and management; grant writing and management; regionalization efforts; research and data analysis, and; local government technical assistance.

Responsibilities include providing technical assistance to units of local government regarding matters related to overall regional growth and development in areas such as economic and community development, infrastructure, housing, transportation, public health, strategic planning, and grant development. The candidate must possess excellent communications and project management skills.

Work requires independent judgment and initiative. Work is performed primarily in an office environment, with the potential of a split in-office/remote work schedule.

Select Duties and Responsibilities

- Conducts, coordinates, prepares, presents, and participates in regional economic and community development projects and activities
- Development and preparation of federal and state grant applications for IPDC and IPDC member governments
- Oversees select grant administration functions
- Provides technical assistance, advice, and presentations to IPDC member staff and elected officials
- Conduct public meetings within the context of project work
- Gathers and analyzes relevant data on economic development issues according to statutory and local ordinance requirements and drafts reports
- Assists in the management of IPDC social media platforms and outreach
- Performs related duties as required

Knowledge, Skills, and Abilities

- Critical thinking and time management skills
- Ability to work independently
- Knowledge of the principles and practices related to economic and community development, and local government technical assistance
- Ability to communicate effectively in-person, virtually, and in writing
- Ability to establish and maintain effective and productive working relationships with public officials, governmental staff, co-workers, and the general public
- Computer savvy, experience and comfort with Microsoft Office Suite, virtual engagement platforms, and social media platforms
- Demonstrated ability to prepare written reports and emails, often of a technical nature
- Knowledge and experience of the following preferred but not required:
 - ARC, EDA, USDA and/or other Federal and State economic development grant programs
 - CDBG grant writing and management
 - local zoning practices and procedures
 - Regional planning practices and procedures

Desired Education and Experience

Bachelor's degree from an accredited four-year college or university with a major emphasis in public administration, planning, business administration, economic development, or related field required. A minimum of 1-3 years experience in a non-profit organization or a municipal, county, or regional government, or an equivalent combination of education and experience. A Master's Degree is preferred but not required. Salary will be based on qualifications and experience, with expected starting range to be \$43,144 to \$53,929. Excellent benefits package includes health, dental, vision, and participation in the NCLGERS.

Send cover letter, resume, and references to Steve Lockett, Interim Executive Director, IPDC, 111 West Court St., Rutherfordton, NC 28139 or slockett@regionc.org. The position will remain open until filled.