


Regional Development & Grant Specialist

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 EAST CENTRAL Regional Development Commission	Regional Development & Grant Specialist
	Supervisor: Executive Director
	FLSA Status: Exempt
	Grade: 6 (\$63,160-\$82,403 annually)

Job Summary:

General: This position is responsible for project management; regional planning; grant writing and administration; community vision and strategic planning; ordinance writing; presentations and meeting facilitation.

Initial focus:

- *Identify and assist stakeholders (cities, counties, townships, school districts, businesses, non-profits, etc.) with community development applications. Initial priority will be for federal clean energy-focused funding available from the federal Infrastructure Investment & Jobs Act (IIJA) and/or the Inflation Reduction Act (IRA).*
- *Duties largely involve providing outreach, technical assistance, grant writing and management to entities pursuing federal and state clean energy funding.*
- *Participate/network with statewide Regional Development Organization (RDO) Climate & Energy group.*

Scope of Responsibility:

Responsible for developing, managing and implementing approved programs and services by the organization. This position is responsible for work including engagement with outside agencies and residents, coordination of efforts and services, participation in statewide and regional planning initiatives and other planning projects.

Essential Duties and Responsibilities:

1. Manages multiple projects independently under the general guidance of the Executive Director and reports findings and recommendations.
2. Works with public officials, planning staff members and organizations, recommends program needs to Executive Director.
3. Writes reports on development applications, planning research, development proposals, meeting materials, etc., for review and approval by the executive director before submission to the board or commission.
4. Prepares agendas, staff reports and recommendations for Board or Committee meetings.
5. Leads and helps coordinate RDC staff functions such as staff meetings, retreats, training sessions, etc.
6. Writes project proposals.
7. Develops and secures contracts.
8. Leads specific projects as assigned to completion.
9. Analyzes and interprets complex information.

10. Provides expert level technical assistance to local units of government in areas such as grant writing, strategic planning, etc.
11. Gives public presentations regarding projects.
12. Represents the RDC at local, state, or regional planning meetings and functions.
13. Responds to requests for information. Pursue opportunities and disseminate information to the public and government officials. Provides customer service: responds to inquiries via phone, email, social media, event presentations, etc.
14. Pursues professional development to further the skills needed for East Central Regional Development Commission job responsibilities.
15. Use strong oral and written communication to collaborate, influence, and build relationships.
16. Plans and coordinates special events
17. Establishes and maintains effective working relationships and communications, and coordinates with other government agencies, businesses, developers, contractors, and the general public.
18. Provides information, resolves problems, answers questions, addresses concerns and negotiates requests.
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20. Work independently and as a multi-disciplinary team.
21. Research, compiles, and analyzes data and present results clearly and effectively.
22. Informs clients of planning opportunities and provides them with all available options.
23. Coordinates and facilitates meetings and public hearings by setting agendas, securing speakers and locations, completing public notifications, etc.
24. Prepares and presents presentations for project meetings and workshops for internal and external audiences.
25. Conducts, prepares and presents special studies.
26. Prepares a variety of reports, records, data files, etc.
27. Attends and participates in meetings, trainings, educational opportunities, etc.
28. Able to multi-task and balance multiple projects at once.
29. Performs other duties as assigned or apparent.

Minimum Qualifications:

Minimum job requirements include Bachelor's Degree in Regional or Urban Planning, Public Administration, or related field of study, and three years' experience in municipal planning, redevelopment, and economic development; or equivalent combination of education/training/experience. Driver's license required.

Additional preferred qualifications include experience in land use planning/zoning; knowledge of economic development tools and strategies, community development methodologies, and group processes; ability to work effectively with community groups and business leaders; and strong project management skills.

Preferred Qualifications:

Master's degree is preferred.

Physical Demands & Working Conditions:

The job requires a moderate level of attention to details and deadlines. Work is performed in an office setting and in the field. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury in the office. Work is light duty with ability to lift, carry or push up to 10 pounds. Extensive keyboarding may put incumbent at risk for repetitive motion injury or eyestrain. Driving is frequent.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board retains the discretion to add duties or change the duties of this position at any time.

Core Competencies and Abilities:

Quality of Work

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively, and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures, which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills: plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently: demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the organization's values and code of ethics and conduct.

- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the diverse public in a respectful manner.
- Maintains the reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results, and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

- Maintains a safe work environment by complying with safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all organizational policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with requirements.

Addendum: Community Development & Grant Specialist (Climate & Energy)

- A. Identifies and assists stakeholders (cities, counties, townships, school districts, businesses, non-profits, etc.) with community development grant applications. Initial priority will be for federal clean energy-focused funding available from the federal Infrastructure Investment & Jobs Act (IIJA) and/or the Inflation Reduction Act (IRA).
- B. Duties largely involve providing outreach, technical assistance, grant writing and management to entities pursuing federal and state clean energy funding.
- C. Participates/networks with statewide Regional Development Organizations (RDO) Climate & Energy Group.