WE ARE HIRING!

Economic Development Planner

Associate or Senior

Economic Development Program

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Full-Time salaried position

APPLICATIONS

**Application Deadline:** Open until filled (First review of applications will be on **Tuesday, June 18th**)

**Interested applicants should submit an employment** [**application**](https://www.ecwrpc.org/wp-content/uploads/2022/02/ECWRPC-Employment-Application.pdf)**, cover letter, a resume, and one writing sample to:**

Leann Buboltz

Administrative Coordinator

[lbuboltz@ecwrpc.org](mailto:lbuboltz@ecwrpc.org)

Subject Line: Economic Development Planner Position

***A confirmation email will be sent upon receipt of application materials.***

BACKGROUND

East Central Wisconsin Regional Planning Commission (ECWRPC) serves seven counties within northeast Wisconsin with core program areas of Economic Development, Transportation, Water Quality Management/Sewer Service Area Planning, and Regional Comprehensive Planning. East Central Wisconsin Regional Planning Commission was designated as an Economic Development District in 1984 by the U.S. Department of Commerce’s Economic Development Administration (EDA). As the Economic Development District, staff is actively involved in facilitating economic development throughout the region and fostering cooperation between the public and private sectors. ECWRPC manages the Comprehensive Economic Development Strategy (CEDS), which allows ECWRPC to identify and implement projects to advance economic development efforts in the region and leverage state and federal funding.

SUMMARY

East Central Wisconsin Regional Planning Commission (ECWRPC) is looking for an energetic and dynamic professional for the Economic Development Planner position. This position is responsible for the oversight of the Economic Development Administration (EDA) three-year planning partnership grant program, the annual update and implementation of the Comprehensive Economic Development Strategy (CEDS), and federal reporting for these programs. In addition, the Economic Development Planner will work with federal, state, regional, and local partner agencies on economic development projects and initiatives. Other planning experience (transportation, housing, land use, public health, GIS, etc.) is considered a plus as this position will occasionally work on other planning projects or programs under the supervision and direction of various Commission staff. The Economic Development Planner will work under the supervision of the Executive and Deputy Directors.

ANNUAL SALARY

The position is 37.5 hours/week and offers a starting annual salary in the range of **$54,120 - $85,825/year** (depending on experience and qualifications), plus full benefits, including health insurance, flexible scheduling, paid time off, and participation in the Wisconsin Retirement System.

KEY RESPONSIBILITIES

* Leads and manages economic planning efforts including but not limited to, the three-year Economic Development Administration planning partnership grant development of and updates to the CEDS document, implementation of goals and objectives identified within the CEDS document and other various economic development projects as assigned.
* Prepares grant applications and reports to federal and state agencies for economic development programs.
* Assists with development and monitoring of the economic development program budget and work program.
* Prepares agendas, staff reports and presentations for the Standing East Central Economic Development Committee.
* Works with counties, local municipalities and partner organizations on economic strategies and implementation.
* Assists communities in seeking funding from the Economic Development Administration.
* Collects and analyzes qualitative and quantitative data, and prepares economic analyses, presentations, graphics and reports.
* Develops and conducts presentations on economic development projects with partner organizations and at relevant conferences.
* Monitors policy and infrastructure that impacts economic development in the region.
* Works with Geographic Information Systems (GIS) staff to map and visualize data.

QUALIFICATIONS

* Bachelor’s in urban/regional planning, geography, economic development planning or a related field required and four years of relevant planning experience or a Master’s degree in urban and regional planning, economic development planning or a related field and two years of planning work experience. AICP is preferred.
* Ability to lead team planning efforts and conduct economic studies; requires extensive work with the public, elected officials, and other partner organizations in development of local and regional economic strategies.
* Experience with federal grants and working with the Economic Development Administration a plus.
* Ability to proactively communicate to a variety of organizations.
* Verbal communication skills are critical.
* Ability to communicate effectively and professionally with high-level stakeholders.
* Experience in developing and maintaining effective working relationships with multiple stakeholders to facilitate partnerships.
* Capability to review and interpret federal forms, funding opportunity packages, and online tools.
* Strong background in writing and developing technical assistance materials.
* Self-motivated, creative, detail-oriented and energetic.
* Ability to work independently with minimal supervision.
* Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
* Advanced level of proficiency and previous experience in a variety of computer software applications, especially web browsers, MS Word, Excel, and PowerPoint.
* Experience with ArcPro and GIS applications and Adobe InDesign a plus.

*East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

*More information about East Central can be found at* [*www.ecwrpc.org*](http://www.ecwrpc.org)