



**TRI-COUNTY**  
regional planning commission

## **MANAGER OF ECONOMIC PROGRAMMING POSITION DESCRIPTION**

### **POSITION SUMMARY**

The Manager of Economic Programming is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties include developing, coordinating, and implementing programming and planning initiatives that support the economic vitality and community vibrancy of the region and its communities. This position is responsible for managing and overseeing the community development program's technical staff and deliverables and providing technical assistance to regional entities, local governments, and agency staff.

The Manager of Economic Programming's relationships with planning partners, funding agencies, agency leadership, and subordinates play a significant role in determining the success and sustainability of staff performance and programming. The Manager of Economic Programming must be an effective manager of the agency's community development program and staff while also being intuitive to the sensitivities of Board policy, leadership priorities, and regional viewpoints.

This position reports to the Deputy Director and directly supervises technical staff as needed based on varying special projects and staffing levels. At this time, this position would not have a direct report upon hire.

### **AREAS OF RESPONSIBILITY & PRINCIPAL DUTIES**

- Develops, manages, and updates the region's Comprehensive Economic Development Strategy (CEDS); maintains Economic Development District designation and U.S. Economic Development Administration (EDA) program eligibility
- Facilitates implementation of the CEDS action plan, including planning projects and initiatives that support talent attraction and retention, housing availability and attainability, corridor planning and infrastructure coordination, business expansion and creation, placemaking and community vibrancy, workforce development, job creation, economic diversity and inclusion, land use and urban and rural development, tourism and marketing, mobility and transportation options, and other social and cultural assets for regional quality of life in coordination with technical staff and leadership
- Coordinates agency priorities and products with Deputy Director; sets program goals in support of agency plans and vision and initiates special projects, such as studies, plans, grantmaking and pilot programs, etc., based on regional needs, emerging technologies, and federal requirements and technical opportunities
- Collaborates with and guides technical staff in the development and execution of program deliverables; determines priorities for the completion and maintenance of technical reports, projects, studies, plans, and other initiatives
- Develops and monitors program budget(s) in coordination with technical staff and agency leadership
- Coordinates, meetings of stakeholders, maintains committee membership, and facilitates the setting of goals and project development; supports and participates in internal and external economic- and development-related committees, subcommittees, and working groups
- Prepares administrative and technical reports, correspondence, plans, and studies as needed and makes presentations regarding program activities; serves as point of contact for the community development program and responds to inquiries and technical assistance requests

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- Manages federal, state, and other grant-funded programming for the agency and prepares and submits grant-required reporting documentation; identifies and applies for grant funding to support community development planning programs and regional economic initiatives
- Assists local communities and regional organizations in obtaining funding resources and technical assistance, primarily via EDA's investment programs; facilitates project development and implementation of economic strategies
- Monitors regionally significant local development projects, potential or planned infrastructure investments, and opportunities to encourage job and business retention, expansion, and creation; advises agency leadership of prospective cross-sector partnerships
- Conducts research on and analyzes national, statewide, regional, and local economic issues; recommends appropriate courses of action and strategies to accomplish regional community development planning goals and objectives
- Serves as a regional resource on best practices and effective economic development procedures for planning professionals and community stakeholders; provides grant writing, training, education, and other planning and technical assistance
- Identifies opportunities to integrate community development best practices and planning activities with the agency's environmental and transportation programming; researches, recommends, and plans expanded programming opportunities and special projects to stay current with the latest trends and innovations in economic and community development
- Coordinates regional economic data collection and develops/maintains data resources, tools, and platforms; leads the production of mapping and other visualization aides
- Performs quality control of program projects, publications, plans, studies, etc. and ensures technical adequacy, quality, accuracy, timeliness, and completeness
- Builds and maintains productive working relationships and partnerships with federal, state, local, nonprofit, and private sector representatives to collaborate, cohesively plan, and ensure the coordination of regional community development and economic initiatives; attends external events in support of partners as appropriate
- Develops public and stakeholder outreach activities for programming, including publications, public education, and digital content
- Delegates responsibilities, monitors productivity, and completes performance planning and evaluation of designated professional staff to ensure efficient achievement of program goals; provides constructive feedback and makes recommendations to agency leadership regarding compensation increases and personnel matters
- Recommends training, conferences, and professional development activities for program staff and approves related requests in accordance with agency policies and procedures

This position performs many of the aforementioned duties using computers and other office equipment and software applications, including Adobe Acrobat and Microsoft Word, Excel, PowerPoint, and Outlook. These tasks typically involve the typing of reports, letters, and other documents and printing, copying, and preparing materials and packets of information as necessary.

## **POSITION QUALIFICATIONS & REQUIREMENTS**

### Education

A bachelor's degree is required; a master's degree is preferred. A degree in public or business administration, economics, urban or regional planning, public policy, marketing, or related discipline is desired. A combination of a bachelor's degree and significant professional experience may be considered in lieu of a master's degree.

### Experience

This position requires a minimum of three years' progressive management and leadership experience. Professional experience directly related to community and/or economic development; municipal, urban, or regional planning; or related fields preferred.

### Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Exceptional leadership qualities and critical thinking skills; demonstrated ability to inspire and motivate, foster collaboration, and stimulate effective communication with staff
- Strong understanding of the regional economic landscape, political and social climates, and community partnerships; awareness of region's workforce and business development challenges and opportunities
- Familiarity with basic economic planning principles; ability to apply principles to identify strategies that diversify local economies, generate and retain private sector jobs and investment, and attract and retain talent
- Working knowledge of local, state, and federal funding mechanisms, grant opportunities, and community development programs
- Outstanding relationship-building and interpersonal skills; passion for building community support and demonstrated ability to bring people together to accomplish a common goal
- Excellent written and verbal communication skills; thorough knowledge of proper grammar, spelling, and punctuation for the preparation of professional written reports, projects, and plans; ability to make effective presentations at meetings of governmental groups and at public events
- Exceptionally well organized and able to plan, prioritize, and adjust work tasks to meet and coordinate deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proven experience as supervisor or relevant role; ability to learn on the job, apply knowledge, and understand a variety of job duties
- Maintains a professional, non-partisan public profile consistent with organizational values and the agency's role as a neutral facilitator; ability to represent the agency in a courteous, pleasant, helpful, and professional manner within various informal/formal and virtual/in-person settings with office staff, elected officials, community partners, and the public
- Strong background in research and data analysis, report development, and/or project management
- Experience with Geographic Information System (GIS) mapping technology, associated data visualization software and online applications, and database management
- Experience working with local, state, or federal governments; ability to communicate complicated topics to public groups
- Ability and willingness to provide, accept, and apply constructive feedback and respond positively and with an open mind
- Experience administering municipal, state, and federal funding programs
- Creative and effective problem-solving skills; ability to gather and interpret data and information to solve practical problems and produce innovative solutions
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Collaborative, flexible team player
- Detail oriented and passionate about quality
- Comfort with modern technology, computer systems, and file management software; proficient in Adobe products and Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook
- Ability to perform on-site field work and willingness to travel on business as needed

### Working Conditions

The physical demands described here are representative of those required for the position. Duties require sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position also requires near and far vision in reading reports and use of a computer. Acute hearing is required in

supporting meetings and attending external meetings and events. Duties will occasionally require lifting and/or moving objects up to 20 pounds. Tri-County will make reasonable accommodation if the known physical or mental limitations of a qualified applicant with a disability upon request.

Applicants must be able to maintain a remote work setting that is conducive to an effective working environment and successful time management, including limited distractions and reliable internet access.

#### Licenses/Certificates

Possession and continued maintenance of a valid Michigan driver's license, or the ability to provide an alternate, reliable means of transportation as approved by the Executive Director, and a safe driving record. A professional planning or related certification (e.g., CEcD, AICP, EDFP, GISP) is preferred for this position.

### **COMPENSATION & BENEFITS**

#### Financial Compensation

This position is classified within Level VII of the salary scale; starting pay is \$90,000.

#### Medical Benefits

We recognize that the health of you and your family matters. Our agency offers **industry-leading medical, dental, and vision plans** designed to enhance your health and wellbeing and make it easy to take care of yourself. Every plan is 100% agency funded, keeping money in your pocket, and giving you peace of mind. Employees are eligible for medical benefits immediately upon hire.

#### Remote Work Opportunities

Our hybrid work schedule allows all team members to enjoy the benefits of working both in-person, where we maintain physical offices for each of our staff members, and remotely. Working remotely from your home residence provides opportunities for flexibility and improved work-life balance. Our technology accommodations allow staff to work securely from the comfort of your own home, saving both commuting time and transportation costs.

#### Additional Benefits and Incentives

- **Industry-competitive wage structure** designed to provide our employees with financial incentives to excel and thrive.
- In addition to your regular salary, we will invest **an additional 9%** of your gross wages into your **defined contribution retirement plan** with no required matching contribution.
- **Annual Leave** (up to 4 weeks annually). Unused time rolls over into the next calendar year.
- Sick Leave (12 days per year). Unused time rolls over into the next calendar year.
- On top of paid time off, we annually provide an additional day to tend to general personal business.
- Agency-provided **Disability & Life Insurance** (up to \$200,000)
- Short- and Long-Term Disability
- **15 paid holidays**, giving you more time to get away, stay fresh, and spend time with loved ones.
- **Employee assistance program** that provides consulting on problems involving family/marital relationships, finances, emotional stress, etc.
- Paid training and opportunities for tuition assistance
- Longevity pay
- Relocation assistance
- Free parking

#### Optional Benefits

- Deferred compensation program (457)
- Flexible medical and child-care spending accounts
- AFLAC

## COMMUNITY BACKGROUND

The Tri-County Regional Planning Commission is based in Lansing, the state capital of Michigan. Located in south-central Michigan and within a two-hour drive of 90% of the state's population, the Greater Lansing area offers easy access to the Midwest—and the world—and is one of the region's most affordable places to live.

Home to nearly half a million people, the Greater Lansing area—comprised of communities within Clinton, Eaton, and Ingham counties—offers an unbeatable combination of historic small-town atmosphere and cosmopolitan sophistication. The presence of one of the nation's largest centers of learning, Michigan State University, and the nearby state capitol in Lansing makes the metropolitan hub of our region as diverse as the world is large. Authentic people, inclusive communities, a variety of recreational amenities and entertainment options, and affordable urban and rural living options make the revamped American Dream a real possibility.

Minimal traffic congestion means more time doing the things you love, and a variety of transportation options – including fixed public transit services, an expansive trails network, an international airport, and a train station that connects the east side of the state all the way to Chicago – gives you the freedom to choose how you travel to neighboring communities, your work or education, getaways, and beyond.

Historically a hub for manufacturing, academia, and government, Greater Lansing has broadened its horizons and is now a leader in a wide variety of industries, including insurance, information technology, and nuclear physics. Top regional employers include the State of Michigan, Michigan State University, Sparrow Health System, General Motors, Lansing Community College, McLaren Health, Auto-Owners Insurance Group, Peckham, Jackson National Life Insurance Company, and Dart Container Corporation.

Learn more about our region and why the Greater Lansing area is an ideal location to live, work, and play at [lansing501.com](http://lansing501.com).

## WHY TRI-COUNTY?

The Tri-County Regional Planning Commission is a public planning agency established in 1956, serving Clinton, Eaton, and Ingham counties in Mid-Michigan. We make our region a more prosperous community by planning for a strong economy, reliable transportation, and sustainable infrastructure and natural resources.

We are a team of 15, operating with a \$3+ million budget within three programs and supporting administrative roles to serve the needs of our region's 78 communities, including cities, villages, townships, and counties. Our core programs include: Transportation, Community Development, and Environmental. At Tri-County, you'll experience a fast-paced and collaborative work environment, with every day bringing something different. Opportunities and support to find innovative solutions to regional problems are never in short supply. Our partnerships with organizations that share our mission in mobility, economic, and environmental issues bring ample opportunities to meet leaders in the community and work with a wide range of causes, industries, and people within various sectors, including nonprofit, private, and local, state, and federal government agencies.

Tri-County is directed by a board of 19 commissioners representing the three counties, City of Lansing, public transportation agencies, and several larger municipalities. They come together to resolve problems and guide development of the Greater Lansing area with a regional perspective, looking past county and municipal boundaries for the greatest good of our region's people and communities.

Together, our team and Board of Commissioners work to be dedicated leaders and innovators, connecting local organizations and governments to funding, technical assistance, data resources, and opportunities to discuss trends and challenges affecting the tri-county region.

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at [mitcrpc.org/careers](http://mitcrpc.org/careers). Position is open until filled.