

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL**

**POSITION DESCRIPTION**

**Job Location: Hollywood, Florida**

**Application Deadline: Friday, March 1, 2019, 5:00 PM by email.**

**ECONOMIC DEVELOPMENT MANAGER**

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**GENERAL DESCRIPTION**

This is a mid- to high-level position requiring advanced professional work in a wide range of business and economic development tasks, and understanding of activities related to community development, economic development, and economic diversification and resiliency.

**ESSENTIAL DUTIES**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Serves as the staff point of contact and manager for the U.S. Economic Development Administration managing the Council's South Florida Economic Development District Partnership Planning Grant and other economic planning contracts.
- Composes and updates the EDA Comprehensive Economic Development Strategy (CEDS) in accordance with 13 Code of Federal Regulations 303.7.
- Collaborates with local governments, economic development organizations, and other regional partners on education, workforce development, business recruitment, entrepreneurship, and community development to originate and assist in existing and new initiatives.
- Plans and convenes meetings with local and regional partners as needed to update the CEDS and further economic and community development initiatives.
- Researches industry sector economic data for reports and presentations; produces reports and presentations; speaks at various events; participates and attends industry conferences, meetings, conventions, and workshops.
- Assists in the development and implementation of grant proposals, economic development plans, initiatives and grant projects; facilitates the completion of required procedural documentation to effectuate project completion.
- Works with Council staff to leverage and contribute to the work of the Agency as a whole.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university with major course work in Urban Planning, Economic Development, Public or Business Administration, Finance, or related field.

Three (3) years of progressively responsible experience in economic development, urban planning, community development planning, or a related field.

Applicants must be motivated and willing to work directly with the staff of local governments and other key stakeholders, have strong verbal and communication skills, and the ability to work as part of a team.

*Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the Executive Director.*

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Passion for the subject of economic and community Development
- Excellent communication skills, including verbal, written, and public speaking
- Knowledge of planning principles and practices
- Strong research and analytical skills
- Track record of grant writing, program development, and program management
- Networking with elected officials, managing boards and committees
- Public involvement, education, and outreach with public and private sectors
- Competency in Microsoft Office Suite
- Ability to multi-task
- Ability to travel out of town on occasion for conferences and training

#### **DESIRABLE**

- Master's Degree or higher
- Experience with Mapping software particularly ARC GIS
- Experience with demographic economic modelling tools such as REMI and IMPLAN
- Experience with Online Survey Building tools
- Interest in learning about new and useful economic and community development and land use planning concepts and tools
- Familiarity with regional planning and local government comprehensive land use plans
- Communications / Marketing / Social Media Skills

**SALARY AND BENEFITS:** The SFRPC offers a competitive salary and full benefits package including medical, dental, vision, life insurance and retirement plan benefits. Salary subject to negotiation.

**By Friday, March 1, 2019,** submit resume fully describing experience and qualifications to Karen Chang at [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com)

#### **Contact:**

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