

JOB ANNOUNCEMENT

Economic Development Planner II

Triangle J Council of Governments
Durham, NC
Hiring range: \$48,150 – \$50,577

Be part of a creative team in a dynamic & diverse region

Who We Seek

An experienced, creative individual with a diverse set of skillsets in business development, program and grant administration, community planning, economic development, and resiliency planning. The successful candidate must have a positive, customer-focused orientation, able to deliver high-quality products in a timely manner, capable of strategic planning and implementation, and an ability to support regional and member governments of all sizes. We seek someone with a demonstrated passion for augmenting current and future programs at Triangle J Council of Governments, supporting local economic development activities that attract investment, and helping communities develop as resilient, successful places.

Description of Work

The Economic Development Planner is part of a fast-paced, multi-disciplinary regional planning team engaged in long-term, regional scale issues that integrate economic development, housing, environmental quality, resiliency, infrastructure, and mobility. The position will be responsible for oversight and administration of Foreign Trade Zone (FTZ) #93, the newly formed Triangle Region Solid Waste Consortium, and marketing international opportunities for existing and potential businesses in the region. The selected candidate will also be included in additional projects related to community planning, economic development, and grant administration efforts that serve Triangle J's member governments and partners. The Economic Development Planner will conduct data collection and analysis, develop strategies for program attraction and retention, market and promote program areas, provide outreach and education, and seek out opportunities for implementation. In addition, the Economic Development Planner will be responsible for the convening and recordkeeping of the FTZ #93 Board and the Triangle Regional Solid Waste Consortium.

Knowledge, Skills and Abilities

The Economic Development Planner must have a strong desire to lead and facilitate applicable boards and group members. The successful candidate will demonstrate interests and experiences in a wide range of issues, most notably business development, economic activity, program administration, and planning for resilient communities, but also community asset management and strategic planning. Superb communication (writing, speaking), interpersonal, and consensus-building skills are imperative, as well as the ability to understand different perspectives, build collaborative relationships, and develop and implement creative solutions with a sense of urgency and ownership. The person must be self-motivated, diligent, able to work with limited direct supervision, and uphold an orientation towards results that meet

the needs of stakeholders and regional local governments. Must be proactive, self-motivating, resourceful, detail-oriented, and team-oriented. Experience in grant writing is desirable and program administration is strongly encouraged. Excellent research and synthesis skills are required and so is the ability to use Microsoft Office software beyond a classroom setting. Strong facilitation skills, recordkeeping, and the ability to work on multiple projects at one time is required.

We are seeking a skilled and adaptable team member who can effectively direct and manage grantee functions for FTZ #93 and contractual duties associated with the Triangle Regional Solid Waste Consortium. Beyond operational and administrative tasks, the selected candidate will be assigned with effectively and sustainably developing strategies to expand both programs through increased participation and service area where feasible. Developing and implementing identified plans of action will be a priority and will vary depending on the need of the program and applicable service area.

Education and Experience

Required: Master's degree in planning, economic development, public administration, or related field, together with at least two years' experience in municipal, economic development, regional planning, or sustainable development. Candidates with a bachelor's degree in a related field, who have extensive experience in project management and demonstrated advanced knowledge, and who have documented participation in specialized instruction (e.g. associated with professional accreditation) may be considered. Familiarity with Foreign Trade Zone programming is highly desirable.

Starting Salary & Benefits

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Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible work schedules. A full list of employee benefits is [here](#).

Our Organization

Providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do [here](#).

How to Apply

1. Download TJCOG employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) to employment@tjcog.org with the subject **Economic Development Planner**.
3. **Incomplete applications will not be considered. Position is open until filled; initial review of applications begins May 28, 2021.**

All employment offers will be within the stated hiring range.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.