

NRV Regional Commission – Economic Development Planning Specialist

Are you interested in a role that will help communities thrive in Virginia's New River Valley? The New River Valley Regional Commission, a planning agency located in beautiful Southwest Virginia, that serves 13 local governments and three institutions of higher education, is seeking a creative, team-oriented and adaptable Economic Development Planner. The position plays an important role in fulfilling the agency's mission of assisting members in planning for their future and implementing significant projects. In addition, the position provides project management, regional coordination and oversight for community and economic development related projects, including the region's Comprehensive Economic Development Strategy (CEDS).

The successful candidate will specialize in economic planning, enjoy working with and communicating data, support local grants, have a strong degree of intellectual curiosity, and be a self-starter with the ability to learn new topics and concepts quickly. The ability to establish and maintain strong working relationships with others, across multiple socioeconomic and cultural backgrounds; and have experience working with diverse groups and varied industries throughout a community. The Economic Development Planner will join a team of planning and GIS professionals that works collaboratively across multiple planning disciplines. The Regional Commission was recently voted the Best Place to Work, government agency category, by the Montgomery County Chamber of Commerce!

This position will lead and support various projects, in an environment where continued professional growth is strongly encouraged. The position reports to the Deputy Executive Director. Experience in planning, social science, business, data analytics, and/or graphic design is desired. Minimum requirements include a BA/BS with two years of relevant experience. Familiarity with Adobe, Esri, and Microsoft products is a plus. Hiring range is \$50K-\$75K, DOQ. Excellent benefits package. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format by 5:00 pm on August 12, 2021. Materials should be emailed to Elijah Sharp, Deputy Executive Director, at esharp@nrvc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Full position advertisement and application for employment can be found at www.nrvc.org/employmentopportunities.



JOB DESCRIPTION: Economic Development Planning Specialist

General Statement of Duties

The Economic Development Planning Specialist position is characterized by a passion for thoughtful and timely analysis of a community's economic competitiveness. The Regional Planner is expected to be skilled at preparing content for various audiences, presenting, and possess the ability to communicate ideas through data and affirmation of community engagement activities. The Regional Planner will both lead and support projects in a fast-paced team environment. The position also requires the ability to work independently and maintain regular communication.

Essential Functions

- Collect, compile, and analyze community and economic data from multiple sources;
- Creates publication/consumer quality content for print and online;
- Conducts extensive research in specific or general project areas;
- Prepares and communicates formal and technical reports, working papers, and correspondence;
- Evaluates community issues and opportunities related to employment and infrastructure;
- Coordinates regional partners on a regular basis to deliver results for annual projects;
- Assists in writing and updating the regional Comprehensive Economic Development Strategy;
- Assists in identifying strategies to increase and/or revitalize economic competitiveness;
- Assists in identifying strategies to fully capitalize on key local and regional assets;
- Responsible for initiating and leading planning studies, publications, and facilitating meetings;
- Capable of writing and providing administration of competitive grants;
- Attends evening meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in planning, social science, business, data analytics, and/or graphic design. Well-developed knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Excellent attention to detail, computer/software proficiency, problem solving skills, written and verbal communication, and ability to multitask in a time sensitive environment. Ability to work independently and in a collaborative team environment as needed. Strong project management ability demonstrated.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of traversing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience or a Master's Degree.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is required.