

## **Economic Development Coordinator/Specialist**

### **Agency Overview:**

The Regional Planning Commission of Greater Birmingham (RPCGB) is one of 12 regional councils throughout the State of Alabama. The agency provides technical assistance and planning services to Blount, Chilton, Jefferson, Shelby, St. Clair, and Walker counties, as well as the municipalities within those counties. Services cover a wide range of areas, including community and transportation planning, GIS mapping, data procurement and analysis, grant application assistance, and specialized market studies.

The RPCGB is currently seeking an additional staff member for the Economic Development (ED) Department. The ED Department is responsible for assisting local communities within the six-county region with identifying their project priorities and equipping leaders with the necessary information they need to complete projects and expand their potential. The ED Department consults with municipalities about available state and federal grant opportunities and assists them with proposal development, as well as conducts specialized market studies to equip leaders with tangible information to assist with project development. In addition, the staff monitors economic conditions of the region and coordinates EDA and ARC technical assistance programs for the agency. Please visit the RPCGB website at [www.rpcgb.org](http://www.rpcgb.org) for more information.

### **Job Description**

This position will be hired as either a Coordinator or Specialist, based on the level of experience of the selected candidate. Under the supervision of the Director of Economic Development, the Economic Development Coordinator/Specialist assists in the implementation of economic development programs and plans. This position is primarily responsible for data analysis and research, report development, and grant proposal development for the RPCGB and member governments.

### **Tasks & Responsibilities:**

- Conduct data analysis and research from various sources to use in specialized economic studies, including market assessments and economic impact reports
- Perform economic analysis for specialized studies and projects using IMPLAN software
- Assist the Director with designing, directing, and coordinating economic studies, economic strategic planning, and economic forecasting
- Remain up to date on federal, state, and local government grant cycles and requirements for programmatic purposes; assist with educating member governments about state and federal funding opportunities
- Assist in the development, submission, and management for grant projects that support and enhance RPCGB operations and capacity
- Meet with member government officials and assist with project and grant application development
- Assist the Director in administering grant programs for the agency and evaluating their impacts
- Provide support with public meetings, survey development, and other public engagement activities
- Complete other duties assigned by the Director of Economic Development.

**Competencies/Qualifications:**

- Ability to work in a partially remote environment: The ED Department is currently working mostly remotely, while attending meetings and travelling when required. A successful candidate will be self-motivated and can independently take initiative in completing tasks
- Ability to establish effective and cooperative working relationships with officials and other external agencies to promote collaboration and accomplish assigned projects
- Ability to comprehend local, state, and federal programs and/or incentives benefiting economic development initiatives and economic development projects
- Desire to work in the public sector; passionate regarding learning about the communities within RPCGB's service area and excited about the prospect of creating ways to enhance their capacity and assist them with project development
- Ability to work on a team to solve problems: Many of the projects completed in the ED Department are new in nature or evolve for each municipality; a successful candidate will have the ability to work collaboratively and think critically to accomplish tasks where templates and examples may be limited
- Excellent organization, communication, and interpersonal skills
- Experience with Microsoft Office programs (Word, PowerPoint, and Excel)
- Ability to meet deadlines and accomplish tasks in a timely manner; has strong time management skills
- Experience with data research and analysis; has experience presenting data points in informative ways
- Has superior writing and editing skills
- Experience working with economic modeling software, such as IMPLAN or REMI, is preferred
- Experience working with programs in Adobe Suite, especially the InDesign program, is preferred

**Experience:**

Coordinator: Bachelor's degree in public administration, political science, economics, or other related field; no previous experience required

Specialist: Bachelor's degree in public administration, political science, economics, or other related field; 3 – 5 years of economic development experience required; Master's in public administration, economics, public policy, or related field preferred

**Submission Instructions:**

Applicants should send a cover letter expressing interest and a detailed résumé [hr@rpcgb.org](mailto:hr@rpcgb.org). Position will remain open until filled. The expected start date for this position is January 2023. Interested applicants are encouraged to apply early.

If you have any questions regarding this application announcement, please email Jesslan Wilson, Director of Economic Development, at [jwilson@rpcgb.org](mailto:jwilson@rpcgb.org).