



February 2022

Job Location: Hollywood, Florida

Application Deadline: Until filled

Full-Time Position

ECONOMIC DEVELOPMENT & RESEARCH MANAGER

GENERAL DESCRIPTION:

This is a mid- to high-level position requiring advanced professional work in a wide range of business and economic development tasks. The ideal candidate will possess an understanding of activities related to community development, economic development, and economic diversification and resiliency, with the ability to conduct research and analyze data working independently.

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. This includes managing the SFRPC 2022-2027 CEDS Update process as staff lead
- 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
- Responsible for grant management including but not limited to budgeting, progress reporting, financial reporting, and client coordination

- 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
- Conduct economic impact analysis reports using Regional Economic Models, Inc. software and other economic research tools
- Provide data analysis support for programs throughout the agency, including but not limited to transportation, resilience, emergency management, and regional comprehensive planning
- 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, Economics, Economic Development, Public or Business Administration, 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, comfort in giving presentations to large groups, 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

ESSENTIAL PHYSICAL SKILLS:

- Use of both hands and fingers with dexterity
- Good near vision, good hearing
- Occasional walking and standing
- Ability to lift 25 pounds
- Must be capable of operating a vehicle for two or more hours

DESIRABLE:

- Experience with EDA Programs, including Comprehensive Economic Development Strategies
- Familiarity with CEDS updates highly desirable
- Master's Degree or higher
- Considerable knowledge of economic forecasting tools and regional input-output modeling software such as RIMS II, IMPLAN, and REMI Knowledge of economic and demographic data, statistics, research methodology, and statistical analysis
- Experience with Mapping software particularly ARC GIS
- 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
- Experience in working with elected officials
- Communications / Marketing / Social Media Skills

LICENSE:

- Must have a valid driver's license or be able to secure a valid Florida's driver's license at the time of employment

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

Please submit resume fully describing experience and qualifications to Kathe Lerch at sfadmin@sfrpc.com

Contact:

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