

COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM MANAGER

Merrimack Valley Planning Commission is seeking an experienced planning professional to provide supervisory, administrative, and technical leadership in developing and managing MVPC's Community and Economic Development Program (C&ED). The C&ED Program Manager oversees all U.S. Economic Development Administration funding through its designation as the Economic Development District (EDD) for the Merrimack Valley and is responsible for managing the agency's broad range of community and economic development projects and program staff. Ideal candidates will have a good working knowledge of the Merrimack Valley region and its communities.

Essential Functions

Oversees all aspects of MVPC's C&ED Program including project management, staff assignments, and program budget. Performs a variety of routine and complex administrative, technical, and professional work in support of programmatic, agency, and regional initiatives. Within this framework, the essential functions or duties listed below are intended as examples of the various types of work that may be performed:

- Manage all U.S. Economic Development Administration funding through the agency's designation as the Economic Development District (EDD) for the Merrimack Valley. Direct the update process and implementation of the EDD's Comprehensive Economic Development Strategy (CEDS). Oversee all project budgets, staffing, and workflow to ensure compliance with reporting requirements.
- As a member of the MVPC leadership team, coordinates efforts relating to the agency and region's long-range strategic planning initiatives. Develops associated programmatic work schedules and coordinates work assignments of C&ED program staff and personnel as needed.
- Seeks out, prepares, lobbies for, secures, and administers public and private grants pursuant to the policy aims and strategic objectives of the organization. Provides similar services as requested for member communities.
- Serve as primary support for regional housing planning efforts and all related grant funding. Communicate federal, state, and local legislation and regulations concerning economic development and housing to local officials, boards, and committees. Assist in the development and implementation of policies, goals, regulations, and statutory requirements related to economic growth, housing, and community development for the Merrimack Valley region.
- Gather, interpret, prepare, and analyze a variety of socioeconomic data. Prepare printed and electronic graphics, analysis, surveys, studies, reports, and recommendations supporting economic development, housing, and land use to aid in long-range strategic planning efforts.
- Provide support for www.wearemv.com, MVPC's business and economic development website as well as other electronic and web-based resources. Update content regularly and interface with municipal and real estate staff to ensure accuracy and relevance of material presented.
- Support MVPC's public engagement efforts, as requested by the Executive Director and Program Managers. Make presentations to supervisors, boards, commissions, civic groups, and the general public. Provide subject matter expertise regarding state and federal economic development issues, programs, services, and initiatives.

Minimum Qualifications

Education, Training, and Experience:

Bachelor's degree in economics, community development, political science, business administration, public relations, planning, or related field; demonstrated use of contemporary computing systems as well as desktop and mobile technology; experience using WordPress to update websites; five years progressive experience in regional or municipal community and economic development, or a master's degree in a related field and three years experience; or any equivalent combination of education and experience. Must have a valid Driver's License.

Special Requirements:

Considerable knowledge of state and federal business and economic development initiatives, along with a working knowledge of municipal zoning, infrastructure, and planning programs and processes.

Ability to:

- communicate effectively orally and in writing;
- organize and present complex data in a clear concise manner for a broad range of readers;
- research and synthesize information from print and web-based sources; and
- effectively interview and interact with municipal officials, engineers, and consultants.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is generally required for work performed in the office. Position requires the ability to operate a keyboard as well as an automobile to perform region-wide travel for MVPC business.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: \$80,000-\$110,000 commensurate with experience. Full-time employment with the Commission includes a benefits package as well as enrollment in the Massachusetts State Retirement System.

Regular work hours are Monday through Friday 8:30 am to 4:30 pm. MVPC prides itself in being a flexible and accommodating employer and values an employee's work-life balance. MVPC currently requires three in-office days per week and is committed to maintaining a hybrid workplace.

Please submit a cover letter with your resume to: jobs@mvpc.org

The Merrimack Valley Planning Commission is an EEO/AA Employer

www.mvpc.org