

The Montachusett Regional Planning Commission (MRPC), located in North Central Massachusetts, serving 22 communities and Devens, has received funding from the Federal Department of Commerce, Economic Development Administration (EDA) to hire an Economic Development Manager for a two-year period.

JOB DESCRIPTION

Job Title: **Economic Development Manager**

Department: Planning and Development, reports to Planning and Development Director of the Montachusett Regional Planning Commission (MRPC)

FLSA Status: Exempt

Date Prepared: July 10, 2020

POSITION SUMMARY

Economic Development Manager is responsible to serve MRPC local governments and work with business leaders across the Montachusett Region to stimulate economic growth within the business community and mitigate the severe economic impacts that COVID–19 has had on the region.

This position is funded by EDA for a two-year period. Continuance of this position is dependent upon the Economic Development Manager’s abilities and success at development programs, projects and revenue that support the position outside of the funding available from the EDA; and, excellent performance of the Economic Development Manager.

The salary for this position is up to \$67,521 DOQ.

PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

(The duties listed below are intended as illustrations of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

- Obtain data from relevant sources in order to implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the organization’s region;
- Assist in local, state, and federally-led coronavirus recovery planning efforts among the most highly impacted communities;
- Help identify economic development grant-eligible projects with private, state, and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities;
- Identify and foster private and non-profit partnership opportunities;

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- Serve as a liaison and ombudsperson between local, state, and federal partners in order to speed the recovery process through strategic technical assistance, and local capacity augmentation for the highly impacted communities within the organization’s jurisdiction and in cooperation with bordering jurisdictions and organizations; and,
- Facilitate the implementation of locally-generated disaster recovery economic development projects developed as part of the Montachusett Region Comprehensive Economic Development Strategy (CEDS) or CEDS-aligned economic recovery and resilience plan.
- Perform similar or related work as assigned.

ADDITIONAL DUTIES

- Assist MRPC staff with developing small business assistance programs under the auspices of the MRPC and its affiliate, the Montachusett Enterprise Center, Inc., marketing and administering the small business lending and grantmaking programs to eligible, private enterprises;
- Meet with multiple private and public sector representatives learning about the challenges facing all related to stimulating the economy, providing information and referral services, and serving as an ombudsperson in many cases;
- Develop and maintain a thorough understanding of local, regional, state and national economic development statutes, regulations, strategies, policies, goals, and objectives such as those that are included within the US CARES Acts and related proposed and approved national and state legislation related to fostering economic development, US Department of Commerce (DOC), Economic Development Administration (EDA) policies, programs, and regulations, State Economic Development Plan, Montachusett Region Comprehensive Economic Development Strategy (MRCEDS) and all, available city and town master and economic development plans and reports;
- Assist MRPC staff to update the Montachusett Comprehensive Economic Development Strategy (CEDS) focused on pandemic recovery and resiliency, consistent with MRPC’s EDA approved CEDS maintained by the MRPC;
- Assist with municipal and business financing, business permitting and zoning; and,
- Provide liaison services and connect local governments and private sector representatives with resources available to foster business startups and expansions of existing enterprises with the goal of retaining and creating jobs in the region

SUPERVISORY RESPONSIBILITY

The Economic Development Manager will be responsible for supervision of one Intern and possibly other MRPC staff as assigned.

QUALIFICATIONS/SKILLS

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- Graduation from an accredited four-year college or university with a bachelor's degree in business administration, political relations, urban planning and development, or a closely related field;
- Five years of progressively responsible experience in economic planning and/or development (from the public [local, regional, state, territorial, and/or federal government] and/or private sector), and/or real estate development;
- Any equivalent combination of education and/or progressively responsible experience, with additional work experience substituting for the required education on a year-for-year basis.
- Exceptional communicator
- Innovative thinker
- Strong organizational skills
- Computer proficiency
- Budgetary
- Extraordinary writing skills
- Public Presentation

REQUIREMENTS

- Current Driver's License and registered motor vehicle available for regular use.

WORK ENVIRONMENT

Work is performed under typical office conditions. Noise level is moderate. Essential functions are performed without exposure to adverse environmental conditions. Regular and frequent contact with municipal officials, staff, developers, engineers, consultants, the general public and staff from federal and state agencies. Work in the field may also be required.

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 generally required for work performed in the office. Position requires the ability to operate a keyboard and standard office equipment. Must operate an automobile to perform region-wide travel to transact MRPC business and travel to night meetings as needed.

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.

Montachusett Regional Planning Commission is an equal opportunity employer.