



North Central Indiana Regional Planning Council Project Development Specialist – Job Description

Project Development Specialists (PDS) is responsible for providing technical assistance, resources and services to local units of government, community leaders and non-profit organizations throughout the North Central Indiana region. PDS will establish relationships with local, state and federal agencies to increase the capacity of local communities for the purpose of building stronger local communities and regional economies by enhancing the quality of life throughout the region. The PDS reports directly to the Executive Director.

Essential Job Functions:

- Maintain close working relationships with key elected officials, community leaders and other development partners to maximize opportunities for long-term community growth;
- Proactively identify, evaluate and pursue technical assistance and funding programs to meet the needs of the communities, region and/or organization;
- Assist communities with project development activities including but not limited to: prioritization, planning, funding, and implementation;
- Create local awareness of the grant programs and technical assistance services through workshops, presentations and site-visits;
- Write and administer grant applications while satisfying program requirements;
- Write reports and other planning documents to assist local decision makers in project prioritization, development and implementation;
- Promote and develop regional/collaborative partnerships; and
- Carry out other assignments as necessary at the direction of the Executive Director.

Job Requirements:

- Preferred Bachelor's Degree in Business, Economics, Planning, Public Administration, or related field;
- Experience with local government, project management, and state and federal funding programs; (experience may be considered in lieu of education requirements);
- Considerable interpersonal communication skills, both written and oral;
- Travel extensively within the region necessary;
- Organizational skills to manage multiple projects;
- Analytical and problem-solving skills;
- Ability to perform basic computer office functions; and
- Valid Driver's License required

Submit cover letter, resume with references and salary history to sray@ncirpc.com by December 27, 2019.

NCIRPC is an Equal Opportunity Employer