



## Community and Economic Development Manager

Kerr-Tar Regional Council of Governments seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region. The Community and Economic Development Manager will provide planning and grant management in support of the Kerr-Tar Economic Development District, which includes the counties of Franklin, Granville, Person, Vance and Warren. The Manager will work with local officials, community leaders, and businesses to support community and economic development activities including infrastructure and housing development; provides a variety of technical assistance including supporting economic development efforts in attracting new businesses, developing special economic profiles and demographic and economic data.

Duties include but are not limited to:

- Leads the implementation, reporting, and future updates of the Kerr-Tar Regional Comprehensive Economic Development Strategy (CEDS).
- Identifies needs and applies for grants to support member jurisdictions in economic and community development activities; develops project budgets; develops contracts to administer grants; assists in developing priorities for funding and grants.
- Conducts project management and administration in the interrelated disciplines of economic development, community development, infrastructure and the environment. Specific areas of work may include but not be limited to infrastructure, parks and recreation, broadband, housing, food and agriculture, transportation, downtown development, and more.
- Inform, educate, consult, and present to municipalities, boards, commissions, civic groups, businesses, and the public on economic and community development issues, plans, programs, and services.
- Identifying and fostering private and non-profit partnership opportunities.
- Works with a wide variety of businesses, industries, member jurisdiction staff and elected officials, state officials and others to promote community and economic development in the region.

The ideal candidate will hold a degree in planning, community development, public administration, or related field supplemented by training in economic development and professional experience in community and economic development; or an equivalent combination of education and experience.

Salary will be competitive and based on experience, with a hiring range of \$65,000 - \$70,000 annually. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at [info@kerrtarcog.org](mailto:info@kerrtarcog.org). Please note, only electronic application materials emailed will be accepted for this position. Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.

Position is open until filled; initial review of applications will begin May 15, 2024.

**Planning and Development for a Better Region K**

PO Box 709 - 1724 Graham Avenue - Henderson, NC 27536 - Phone (252) 436-2040 - Toll Free (866) 506-6223 - Fax (252) 436-2055