



Job Description

Job Title: Economic Development Planner
Reports To: Director of Economic Development & Policy
FLSA Job Status: Non-Exempt (Hourly)
Classification: Full-Time
Date Prepared: 10/14/2024

Job Summary. The Economic Development Planner provides regional economic development planning services for a three-county Economic Development District, and collaborates cross-disciplinary projects for Region 1 Planning Council (R1), its clients and local government partners. The ideal candidate has 3 years of experience and is able to analyze the macroeconomic landscape of Northern Illinois, identify innovative strategies to move the region forward and articulate these regional economic challenges and opportunities in clear, compelling language. Excellent analytical, problem-solving, writing and verbal communication skills are required, as well as proficiency in macroeconomic research and data collection. Subject matter expertise or familiarity with broadband planning and concepts is desired.

Illustrative Essential Job Functions. The duties listed below are intended to describe the general nature and level of work of this position.

Economic Development Planning

- Employs qualitative & quantitative research services to fulfill R1 projects and priorities.
- Helps develop, update and implement R1's Comprehensive Economic Development Strategy (CEDS) and track implementation progress.
- Helps Director of Economic Development & Policy engage with the public and private sector, members of the R1 CEDS Steering Committee and fulfill Committee members' requests for data, research and planning services.
- Provides written narrative for planning documents, and assists with grant applications to implement the planning and infrastructure priorities of R1, its clients and partner agencies.
- May conducts and/or write reports on best practices in regional economic development strategy
- GIS software proficiency and custom map-making skills is a plus

Other

- May participate in or lead internal and external special projects as assigned
- Provides professional internal and external customer service and responds to public inquiries
- Maintains physical and digital records per the Illinois Local Records Act
- Maintains a professional office setting through cleanliness, organization, and demeanor
- Works collaboratively with others to ensure the success and achievement of colleagues and members in the fulfillment of R1 Planning Council priorities
- Maintains reasonable and predictable attendance
- Performs other duties as assigned



Supervision Received. Work is performed under the general supervision of the Director of Economic Development & Policy.

Supervision Exercised. No current supervisory responsibilities; however, may be required to supervise associate staff as the organization grows.

Education, Training, Experience

Graduation from an accredited institution with a Bachelor's degree in Business, Public Administration, Economics, Political Science, or related field, and 2 years of relative experience. A satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

Job-Specific Skills. Critical knowledge and fundamental skills required for the position, include:

- Knowledge of the theory, principles, and techniques of economic development, including regional economic development planning
- Excellent public speaking, interpersonal communication, and writing skills. Able to prepare and present engaging and compelling reports and presentations to R1 clients, government partners and the public
- Strong problem-solving skills, and organizational and time management practices are critical
- Quantitative and qualitative economic and general research methodology. Possess internet fluency including excellent Web-searching skills
- Proficiency in economic development and legislative research. Must be able to quickly mine public data sources such as the U.S. Census Bureau, Bureau of Labor Statistics, etc.
- Basic understanding of accounting/budgeting principles is strongly desired
- Ability to understand and perform in high-profile, sensitive, or controversial situations
- Ability to provide statistical analysis and synthesis of complex, technical information in a clear, ordered manner that is usable for a variety of audiences
- Computer literacy and proficiency in MS Office Suite (especially Excel) and Adobe Creative Cloud (particularly InDesign, Photoshop, and Illustrator). Proficiency in ArcGIS, database programs, and statistical analysis programs desired

Working Conditions and Special Demands

Work is performed primarily in an office session, sitting at a desk and operating a personal computer. Work may require attending meetings and may involve travel throughout the region. Work may include occasional field inventory and data collection as needed.

Frequently: Sit; use hands/finger to handle or feel; reach with hands and arms; speak and hear

Occasionally: Stand; walk, climb or balance; stoop, kneel or crouch; lift up to 25 pounds

Necessary Special Requirements: Possession of a valid Illinois driver's license; Insured, personal vehicle for business use; business-related mileage reimbursement available; Drug screening and background check; and Annual completion of Open Meetings Act and Freedom of Information Act training.

Region 1 Planning Council is an Equal Opportunity Employer.