



Job Description

Job Title:	Economic Development Planner
Reports to:	Director of Regional Site Development
FLSA Job Status:	Non-Exempt
Classification:	Full-time
Date Prepared:	July 2026

Position Summary

The Economic Development Planner supports regional economic growth initiatives through technical research, data analysis, grant development, and strategic writing. This position plays a key role in transforming economic, demographic, and infrastructure insight into compelling narratives that support funding opportunities, site development strategies, and regional planning initiatives.

The ideal candidate is a strong writer and analytical thinker with experience in economic development, public-sector research, data visualization, and stakeholder collaboration.

Essential Duties and Responsibilities

Research & Technical Responsibilities

- Research, draft, edit, and refine economic development reports, studies, and technical documents while ensuring accuracy, clarity, and consistency.
- Assist in the development of regional economic development studies, including targeted industry and workforce analyses.
- Maintain current knowledge of local, state, and federal economic development programs, incentives, taxes, permitting processes, and funding opportunities.
- Prepare compelling grant applications and funding proposals that clearly communicate project objectives, outcomes, and regional impact.
- Identify and evaluate partnership opportunities and alternative funding sources through research of public and private grant programs.
- Utilize Geographic Information Systems (GIS) and related analytical tools to produce maps, reports, and visual presentations of economic, demographic, infrastructure, and site-readiness data.
- Support site development and site readiness initiatives through research, data collection, and technical documentation.

- Contribute to narratives and responses for state and federal funding opportunities, economic initiatives, and strategic projects.

Collaboration & General Responsibilities

- Establish and maintain effective working relationships with local governments, community organizations, regional partners, and other stakeholders.
- Attend meetings, public events, workshops, and stakeholder engagements, including occasional evenings and weekends.
- Provide timely progress updates, reports, and project documentation to leadership and project teams.
- Support organizational priorities through collaboration, adaptability, and effective project coordination.
- Maintain professional standards in communication, organization, and workplace conduct.
- Perform other related duties as assigned.

Supervision

Supervision Received

Work is performed under the general direction of the Director of Regional Site Development.

Supervision Exercised

This position currently has no direct supervisory responsibilities; however, project coordination and management responsibilities may be assigned.

Qualifications & Success Factors

The successful candidate will demonstrate:

- Knowledge of economic development principles, regional planning, and site development practices.
- Exceptional technical writing, editing, and quality-control skills.
- Strong analytical and research capabilities with the ability to synthesize complex information into clear, actionable reports.
- Strong interpersonal, presentation, and public relations skills.
- Advanced proficiency in Microsoft Office Suite, particularly Excel.
- Experience with data visualization tools and ArcGIS preferred but not required.
- Ability to manage multiple projects simultaneously while meeting deadlines and organizational priorities.
- Strong problem-solving, organizational, and critical-thinking skills.
- Ability to work effectively in high-profile, sensitive, or complex situations.
- Adaptability and commitment to collaborative teamwork and continuous improvement.

Education & Experience

- Bachelor's degree from an accredited college or university in Economics, Business Administration, Data Analytics, Urban Planning, Public Administration, or a related field.
- Minimum of one (1) year of relevant professional experience preferred.

- Equivalent combinations of education, training, and experience may be considered.

Technical Skills

- Excellent written and verbal communication skills.
- Ability to prepare reports, presentations, and technical documentation.
- Proficiency with Microsoft Office Suite, Adobe Acrobat, ArcGIS, and related technologies.
- Ability to analyze and present data in a clear and meaningful way.
- Strong listening, collaboration, and stakeholder engagement skills.

Working Conditions

Work is performed primarily in an office environment and includes extended periods of sitting, computer use, and attending meetings. Occasional local travel may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Physical Requirements

Frequently

- Sitting
- Using hands and fingers
- Reaching with hands and arms
- Speaking and hearing

Occasionally

- Standing
- Walking
- Climbing or balancing
- Stooping, kneeling, or crouching
- Lifting up to 10 pounds

Additional Requirements

- Successful completion of background check and drug screening.
- Annual completion of Open Meetings Act (OMA) and Freedom of Information Act (FOIA) training.

Equal Opportunity Employer

Region 1 Planning Council is an Equal Opportunity Employer and values diversity within its workforce.