



## **JOB OPPORTUNITY: COMMUNITY & ECONOMIC DEVELOPMENT SPECIALIST**

Centralina Regional Council seeks an economic development professional for the position of **Community & Economic Development (CED) SPECIALIST** to provide technical planning and grants management work in support of the Centralina Economic Development District (CEDD) and departmental activities. The CED Specialist works closely with the Assistant Director for CED to coordinate federal grant programs from the US Department of Commerce Economic Development Administration; these grants fund Centralina activities including the planning and implementation of the region's Comprehensive Economic Development Strategy.

Centralina Regional Council is an innovative regional planning agency located in Charlotte, NC with a membership that includes 60+ local governments throughout the Greater Charlotte Region. Centralina works with individual communities and leads major projects that transcend local and regional boundaries. Our mission is to lead regional collaboration and spark local action to expand opportunity and improve quality of life. We do this through creative problem solving, innovative service delivery and support to our local governments.

**MAJOR DUTIES** include but are not limited to:

- Supporting the planning and implementation of the region's Comprehensive Economic Development Strategy, including but not limited to: coordinating working groups; conceptualizing new approaches and developing projects in line with strategy objectives; conducting research and analyzing data; and monitoring outcomes from the implementation process.
- Serving as the grant administrator for Centralina EDA grants, including preparing grant reports, monitoring and evaluation.
- Supporting Centralina in developing new program concepts and funding applications for EDA, NC Commerce and other grants that implement regional economic development priorities.
- Coordinating external communication with regional economic development stakeholders via direct engagement, newsletter, social media and website.
- Assisting department leadership and CEDD board with other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES** include but are not limited to:

- Knowledge of relevant laws, rules and regulations governing federal and state grants.
- Knowledge of economic development principles, practices and techniques.
- Ability to manage grant related records, information and follow-up.
- Creative, independent thinker
- Must possess the ability to multitask and manage multiple and simultaneous priorities while managing time and resources in an efficient manner.



704-372-2416 | [info@centralina.org](mailto:info@centralina.org) | [www.centralina.org](http://www.centralina.org)  
9815 David Taylor Drive, Suite 100 | Charlotte, NC 28262

- Ability to be tactful and courteous and to establish and maintain effective working relationships with a diverse group of individuals including elected officials, governmental agency representatives, stakeholders, the general public, staff, etc.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in public administration, political science, business, economics, urban and regional planning, or related field and 3 to 5 years' experience in economic development, urban and regional planning, community development, and fiscal management; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities. Demonstrated experience administering federal and state grant programs and participating in economic development planning, project or programming activities. Salary is depending on experience with excellent benefits including NC Local Governmental Employees' Retirement System; 401-K; paid sick, vacation and holiday leave; excellent medical, dental and vision insurance; disability and life insurance.

Send cover letter and résumé to [admin@centralina.org](mailto:admin@centralina.org). Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early. EOE