



202 Falls Ave., P.O. Box 5079, Twin Falls, ID 83303-5079 ♦ Phone (208) 732-5727

NOW HIRING: COMMUNITY DEVELOPMENT PLANNER

Region IV Development Association, Inc. (RIVDA) is a private, not-for-profit corporation that was established to encourage the development and diversification of the economy in South-Central Idaho. The company is recognized by the U.S. Department of Commerce – Economic Development Administration as the Economic Development District serving the eight counties of South-Central Idaho, which includes Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls. RIVDA is responsible for preparing the regional Comprehensive Economic Development Strategy (CEDS) and implementing the goals and objectives outlined in that document. In fulfilling this role, RIVDA assists cities, counties, businesses, and community groups with planning, developing, and implementing community and economic development projects. Many of these projects involve public infrastructure including, but is not limited to: water systems, sewer systems, downtown redevelopment, industrial parks, medical clinics, fire stations, recreational facilities, community parks, and other public improvements that contribute to the health, safety, economic well-being, and quality of life for residents in South-Central Idaho.

Job Summary:

The Community Development Planner, under the supervision of the Community and Economic Development Department Manager, will assist clients and team members with planning, financial structuring, and implementing a variety of community and economic development projects. These duties include researching funding opportunities; preparing grant proposals and loan applications for submission to Federal and State agencies, as well as to private organizations for funding consideration; coordination of project implementation activities, including award compliance requirements; project financial oversight; and associated administrative activities. The Community Development Planner will also assist the Community and Economic Development Department Manager with the development of reports including, but not limited to, the compiling statistical data for internal and external uses and editing of the regional CEDS.

Duties and Responsibilities

The successful candidate should be able to perform the following duties and fulfill the following responsibilities:

- Assist clients in planning and financial structure of potential projects;
- Research funding opportunities;
- Prepare grant proposals and loan applications;
- Organize presentations to potential funding partners, clients, and regional stakeholders;
- Participate and facilitate public meetings;
- Collect, interpret, and analyze data;
- Obtain and maintain the certification of a Certified Grant Administrator of the

Idaho Community Development Block Grant (ICDBG) program through the Idaho Department of Commerce

- Monitor progress on construction sites and collect information from contractors and their employees;
- Provide timely response and support to clients, funding agencies, and team members.
- Ability to operate an array of office equipment;
- Highly proficient in Microsoft Office programs;
- Prepare various reports and financial spreadsheets, track project expenditures;
- Assist elected officials, hired staff, business leaders, community groups, and the general public fulfill funding source requirements and obligations;
- Participate in committee groups;
- Serve as liaison between grantee and funding agencies;
- Maintain accurate and complete project files; and
- Travel to communities to meet with elected officials, staff, community groups, and attend/participate in various meetings.
- Attendance at meetings before and after regular office hours will be required (i.e. City Council meetings, community meetings, and agency workshops); and
- Other duties as assigned by the President and/or Department Manager.

Qualifications

- Bachelor's Degree in Business Administration, Communication, Community Development, Economics, Land Use Planning, Public Administration, or related field required; other related fields will be considered;
- Certified Idaho Community Development Block Grant/Rural Community Block Grant Administrator (allowed to obtain this certification in a reasonable amount of time after the date of hire);
- Ability to analyze and systematically compile technical and statistical information and to prepare reports and correspondence;
- Ability to explain complex requirements and processes to a variety of audiences
- Comprehend and make conclusions from written material and verbal communications;
- Interpret federal, state, and local government laws and regulations regarding funding contracts and project administration responsibilities;
- Ability to review the work products of others to ensure conformance to funding requirements;
- Communicate effectively in American English - both orally and in writing with customers, clients and the general public;
- Work cooperatively with a variety of staff, governmental representatives, and the public from a variety of socio-economic levels;
- Ability to operate an array of office equipment;
- Highly proficient in Microsoft Office programs;
- Strong written and verbal communication skills;
- Strong organizational and time management skills;
- Capable of managing multiple projects and details; and
- Ability to travel throughout Southern Idaho and have access to reliable transportation.

Salary and Benefits

- **Salary**: \$42,000 to \$50,000 (depending on qualifications and experience)
- **Benefits**: Health Insurance, Dental, Vision, Health Savings Account (depending on health plan selected by successful candidate), Life Insurance, Retirement Plan, etc.

To apply, please provide an application, cover letter, resume, and references to jobs@rivda.org by August 15, 2024. Contact Jeff McCurdy at (208) 732-5727 extension 3010 or Dr. Michele McFarlane at extension 3005 with questions. For more information about our organization, please visit our website at www.rivda.org.

Region IV Development Association is an equal opportunity employer.
www.rivda.org