



JOB ANNOUNCEMENT AND POSITION DESCRIPTION

The Southern Oklahoma Development Association has a position opening for a **Community and Economic Development Planner**. This position will begin as soon as a qualified candidate is selected.

POSITION DESCRIPTION

The **Community and Economic Development Planner** is responsible for implementing economic development plans, strategies, programs, and/or projects for communities in the SODA ten-county service area. The Economic Development Planner advises on funding strategies and assists communities in obtaining funding to execute plans or projects to stimulate economic growth in the region. The Planner works under the supervision of the SODA Regional Development Director.

DUTIES AND RESPONSIBILITIES

- Assists communities in the SODA service area in identifying, developing, implementing, and managing community and economic development projects and/or plans
- Collects, organizes, and analyzes data for the development of economic development of plans, programs or projects.
- Prepares applications for grants and assists in the coordination and administration of funded projects
- Leads strategic planning efforts for the development of community energy plans in selected communities
- Assists in the preparation of Community Improvement Plans in selected communities
- Assists the Regional Development Director in the development of a regional economic development plan for the SODA region
- Prepares periodic progress reports and required for funded programs and projects

QUALIFICATIONS AND PREFERENCES

- Associate or bachelor's degree in business and/or relevant experience in economic development, business development, rural development initiatives, or fund-raising preferred
- Well-versed in grant development and project management preferred
- Ability to self-start, work independently and manage multiple projects
- Excellent interpersonal communications, and team-building skills
- Proven ability to use tools such as MS Project or other Office 365 programs (Word, Excel, Outlook, PP)

SALARY RANGE

- \$35,000 - \$40,000 based on education and experience

To apply, please mail or email a cover letter outlining qualifications and a resume to Brenda McCarty, Human Resources, P.O. Box 709, Durant, OK 74702-0709 or bmccarty@soda-ok.org.

SODA IS AN EQUAL OPPORTUNITY EMPLOYER