COMMUNITY & ECONOMIC DEVELOPMENT MANAGER

The Lower Savannah Council of Governments, a regional planning and development agency located in Aiken, SC, is seeking qualified applicants for the position of Community & Economic Manager. The main responsibility is to assist local governments and agencies with planning, developing, and writing grant applications and administration of eligible Community Development and Economic Development activities.

Candidate must be detail oriented, have excellent oral and written communication skills. Must be proficient in Microsoft Office software. Daily travel to communities within the region and occasional night meetings are required. Must pass a background check. Master’s Degree in Business Management or Public Administration and (2) two years’ work-related experience preferred. For more information visit LSCOG.org

Qualified applicants should send résumé to Emory Langston, elangston@lscog.org or mail to P.O. Box 850, Aiken, SC 29802. Resume’s accepted through June 11, 2021.

The Lower Savannah Council of Governments is an Equal Opportunity Employer.

Salary range upper thirties-low forties
COMMUNITY & ECONOMIC DEVELOPMENT MANAGER

The main responsibility of the Community and Economic Development Manager is to manage Community & Economic Development Programs. The Community & Economic Development Manager may be administratively responsible for staff assigned to the program and will be responsible for coordination and successful completion of Community Development and Economic Development activities.

Other responsibilities include:

1. To assist in the development of an annual work program for Community Development and Economic Development activities.
2. To implement and manage, Community Development and Economic Development programs to include but not limited to Community Development Block Grant (CDBG) Program and the Economic Development Administration (EDA) Programs.
3. To assist local governments and agencies with planning, developing, and writing grant applications and administration of eligible Community Development and Economic Development activities.
4. To prepare documents necessary for reporting Community Development and Economic Development activities to the applicable federal, state, and local agencies.
5. To plan, organize, direct and evaluate the activities of professional, technical and clerical personnel engaged in preparing, administering, and completing the Community Development and Economic Development activities of the region.
6. To serve as a technical advisor in matters pertaining to Community and Economic Development to the Division Director, Executive Director, Assistance Executive Director and/or the Lower Savannah Council of Governments Board of Directors.
7. To perform other duties assigned by the PCED Administrator, Executive Director and/or Assistant Executive Director.

Required Knowledge, Skills and Abilities:

1. Working knowledge of Community and Economic Development grant programs such as CDBG & EDA.
2. Working knowledge of state and federal laws governing Community and Economic Development programs.
3. Proficiency in Microsoft Office software programs.
4. Strong oral and written skills.
5. Ability to effectively communicate, facilitate and conduct public meetings.
6. Valid driver’s license required.
7. Must pass background check.

EDUCATIONAL REQUIREMENTS:
Master’s Degree in Business or Public Administration and (2) two years or related work experience or Bachelor’s Degree in related field and (4) four years work experience; or equivalent combination of training and progressively responsible community and economic development and/or grants administration experience in a multi-faceted public organization.