

EMPLOYMENT OPPORTUNITY

The Cumberland Plateau Planning District Commission, a regional planning organization serving the local governments in the Southwest Virginia counties of Buchanan, Dickenson, Russell and Tazewell, is seeking a full-time Economic Development Planner.

The position of Economic Development Planner provides planning services for localities which may include a broad range of services such as grant writing, project development and project management for economic and community development projects, recreation projects and community revitalization, among other planning projects. Primary duties include writing comprehensive grant applications, managing projects from concept to implementation, making public presentations and completing governmental reports. This position will be responsible for pursuing a variety of federal funding opportunities that align with regional economic development objectives. Additional planning duties may be assigned as necessary. A successful applicant must be a highly-motivated self-starter with an entrepreneurial spirit. Very strong written and verbal skills are required to be successful in this position, as are strong time management, data collection and organizational skills. A bachelor's degree in planning, public administration or communications is preferred. Candidates with at least three years of equivalent work experience in a related planning, project management, economic development or governmental administration field will be considered. Familiarity with existing and new federal funding opportunities is strongly preferred. This is a full-time, in-office position with competitive benefits and is based at the CPPDC office in Lebanon, VA. Salary is dependent upon experience and is negotiable. Occasional travel should be expected. To be considered for this position, send a resume and cover letter to Scotty Wampler, Executive Director, Cumberland Plateau Planning District Commission, P.O. Box 548, Lebanon, VA 24266 or to swampler@cppdc.org. The position is open until filled. The CPPDC is an equal opportunity employer.