

South Eastern Council of Governments (SECOG)

Title:

Project Financing Planner I

Hiring Range:

\$47,161-\$70,742 annually plus benefits

Job Summary:

Support local government planning efforts in a six county region. Examples of responsibilities include: advising local governments and development groups on infrastructure funding options, project alternatives, and courses of action; preparing grant and loan applications for rural and economic development programs; preparing construction drawdowns for funding community projects; administering contracts; providing administrative assistance to community development projects; completing environmental reviews; selling the Governor's Houses; assisting with the development of affordable housing; conducting basic research on rural and economic development issues; providing on-site technical assistance to local governments and those groups and entities participating in regional development activities; monitoring state and federal programs to determine their impacts on local government and rural and economic development; conducting Davis-Bacon interviews; preparing reports on programs, issues, and activities; and presenting reports to the SECOG Executive Board and other groups involved with rural and economic development.

The demonstrated ability to work on several projects simultaneously and in a team environment is essential. Attention to detail and time management is imperative. Strong research, writing, analytical and public speaking skills are needed in order to write grant proposals and technical papers and make presentations to both technical and public groups. The candidate must be able to tactfully work with a variety of people and be able to maintain confidential information. Candidate should be a motivated, self-starter with the ability to work independently to meet deadlines with a minimal amount of supervision. The position requires travel within the region, occasional long-distance travel, and evening meetings.

Status:

Fulltime

Minimum Qualifications:

Graduation from a college or university with a bachelor's degree in business, planning, public administration, or related field; or any such combination of education, experience, and training as may be acceptable to the hiring authority. A master's degree and at least three (3) years of professional level experience in planning, grant writing or a closely related field is preferred. Possession of a valid driver's license is required.

Submittal:

Send resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director
South Eastern Council of Governments
500 N. Western Ave, Suite 100
Sioux Falls, SD 57104

Or e-mail resume, cover letter, salary history, and professional references to: lynne@secog.org. Review of resumes will begin immediately.

Additional Information:

Visit SECOG's website (www.secog.org) to obtain further information about the organization.

SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening which includes, but is not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.