

FRONTIER

COMMUNITY RESOURCES

(also known as Region IV Development)

NOW HIRING: COMMUNITY DEVELOPMENT PLANNER

Frontier Community Resources (Frontier CR), also known as Region IV Development Association, Inc. is a private, not-for-profit corporation that was established to encourage the development and diversification of the economy in South-Central Idaho. Frontier CR 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 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. For more information about our organization, visit our website at <https://frontiercr.org/>.

To apply, submit a cover letter, resume, and a minimum of three (3) references, including at least one previous supervisor, to mamcfarlane@csi.edu. This position will remain open until filled. Contact Dr. Michele McFarlane at (208) 732-5727 ext. 3005 with questions.

Organization Relationship:

Reports to: Community and Economic Development Manager, President, Board of Directors

FLSA Status: Exempt

Schedule: Monday – Friday 7: 30 a.m. to 4: 30 p.m.

Salary Range: \$42,000 to \$50,000 (depending on qualifications and experience)

Benefits: Health Insurance, Dental, Vision, optional Health Savings Account Life Insurance, Retirement Plan, etc.

Job Summary:

The Community Development Planner, under the supervision of the Community and Economic Development Department Manager, will assist clients and team members with determining project scope of work, project financial structuring, and implementation of 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.

Frontier CR 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, including Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls. In fulfilling this role, Frontier CR is responsible for

preparing the regional Comprehensive Economic Development Strategy (CEDS) and implementing the goals and objectives outlined in that document. The Community Development Planner will 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:

- 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
- Assist clients in project planning and financial structuring 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;
- 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.
- 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.

Required Qualifications

- Bachelor's Degree in Business Administration, Communication, Community Development, Economics, or Public Administration (other related fields will be considered);
- Certified Idaho Community Development 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.

Physical Requirements

- Work primarily in a professional office environment. Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets, and other common office equipment and accessories;
- Conduct visits to active construction sites to interview labors and document observations;
- Frequent standing and walking;
- Ability to lift/move up to 30 lbs. frequently and up to 50 lbs. occasionally.

Frontier Community Resources is an equal opportunity employer.