



Rebecca Colletta, President | Mary Waldron, Executive Director

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[www.oldcolonyplanning.org](http://www.oldcolonyplanning.org)

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| <b>Job Title</b>            | <b>Economic Development Director</b>                                      |
| <b>Salary Tier Category</b> | \$90,000 to \$115,000 annual starting salary, depending on qualifications |
| <b>Department</b>           | Economic Development  |
| <b>Reporting To</b>         | Executive Director  |

Old Colony Planning Council (OCPC) assists cities and towns in planning for present and future needs, while utilizing our local knowledge, technical expertise, and regional collaboration. We serve seventeen (17) communities in southeastern MA as their regional planning agency and provide staff to the Old Colony Metropolitan Planning Organization. Additionally, OCPC is a federally designated Economic Development District (EDD) under the Economic Development Administration (EDA) and is eligible to receive grant funding for economic development planning, technical assistance, project development, grant preparation and administration. Our vision is that communities in the Old Colony region are resilient, sustainable, equitable, connected, collaborative, and responsive.

#### **Benefits:**

Massachusetts State Benefits (GIC), mileage reimbursement, education benefits, flexible hybrid in-person/remote work schedule, Paid Family Medical Leave (PFML) and generous paid time off (PTO).

#### **Position Summary:**

Reports to the Executive Director and works with relevant members of OCPC's various departments providing leadership on budgeting, staffing, work program, contracts, and the region's overall economic development strategy and recommendations on priority projects as well as other projects aligned with the Economic Development Administration (EDA), the Comprehensive Economic Development Strategy (CEDS), and other district priorities for economic development. Supervises, directs, and monitors the budget and work program for the Senior Community and Economic Development Planner, including economic development planning, projects, grant applications, contracts, and reporting; the Economic Development Committee (EDC), and implementation of the Comprehensive Economic Development Strategy (CEDS).

#### **Primary Duties and Responsibilities:**

The Director of Economic Development ("Director") is a management and oversight role to secure, manage, and report on financial support from external sources, supervise and direct preparation of grant funding applications for both regional and local, development of various economic development plans and projects, project management, public outreach, project related reporting, website data, projects and related marketing materials.

#### **Programmatic Specific Essential Duties and Responsibilities:**

- Functions as an advisor to the Executive Director, Deputy Director and the Council, on regional economic development goals and objectives, plans and strategies

- Represents OCPC as the point-of-contact on economic development issues when interacting with federal, state, local, and other organizations and agencies
- Engages with municipal representatives, business owners, real estate developers to understand issues, needs and priorities including long-term goals and planned initiatives to identify opportunities aligned with regional economic development priorities and vision
- Oversees management of the Regional Economic Development Committee, including staffing, committee membership, meeting schedule, and agenda as they relate to the work program and implementation of the CEDS under the EDA Partnership Planning Grant Program
- Advocates for and implements programs and projects to encourage long-term regional economic growth in the OCPC EDD consistent with the CEDS as well as other local and regional economic development plans and documents
- Oversees all economic development initiatives; Identification and research of funding opportunities, grant funding applications, and projects, i.e., economic development planning and strategies, downtown revitalization, feasibility studies, brownfields cleanup and redevelopment, design and engineering, construction, and deliverables as assigned to staff
- Maintains a portfolio of regional economic development projects, development activities and relevant data on employment, private investments, and federal, state, and local resources and investments.

#### **Administrative Responsibilities:**

- Staffing, work programs, project reporting, monitoring project budgets and contract oversight
- Oversight on preparation of request for reimbursements (SF270 and SF271), local contract invoices and financial reporting (SF425), and other project reporting as applicable. Special emphasis on EDA programs, processes, and the Economic Development Grants Experience (EDGE) portal.

#### **Qualifications and Education Requirements:**

One of the following combinations of education and employment experience must be met to be considered for the position:

##### **Education**

BA/BS; MA/MS or CEcD preferred; fields of study can include Urban Planning, Public Policy, Public Administration, Economics, Geography or similar.

##### **Experience**

Minimum 10 years of relevant progressive experience; master-level education may substitute for professional expertise.

#### **Must have a valid driver's license**

#### **To Apply:**

*Position will remain open until it is filled.*

Please forward at least 3 work samples (maps, diagrams, short writing samples, presentations or other samples (representing your experience), a cover letter and resume to:

Mary Waldron, Executive Director  
Old Colony Planning Council

70 School Street  
Brockton, MA 02301  
mwaldron@ocpcrpa.org

**OCPC is an Equal Opportunity Employer**

*Old Colony Planning Council provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*