

COMMUNITY DEVELOPMENT SPECIALIST

The Southeast Nebraska Development District (“SENDD”), with its headquarters in Lincoln, Nebraska, is seeking to hire a full-time Community Development Specialist. SENDD is currently seeking someone with initiative, who is detail oriented, works well with others, and possesses strong problem-solving skills. Please submit resume, cover letter, a writing sample, and list of three references to Tom Bliss, Executive Director: 2100 Fletcher Ave, Ste. 100, Lincoln, NE 68521 or email: tbliss@sendd.org.

The ideal candidate must be caring and want to build the future of our region and be an active participant in change. This is a permanent, full-time career track position with excellent potential for growth. Types of work include but are not limited to: grant applications and management for infrastructure projects.

Responsibilities

1. Grant writing, grant administration, grant compliance, and project management of local, state and federally funded community, housing and economic development programs and projects in the SENDD District.
2. Facilitate strategic planning, action planning, and leadership development processes for local municipalities and counties in the SENDD District.
3. Provide oversight and direction to engineering and architectural consultants during design, bidding and construction management phases of projects to meet federal and state compliance of projects.
4. Community and regional planning activities, including assistance in development of a Comprehensive Economic Development Strategy (CEDS) for a 16-county region including citizen participation processes, data collection, research and community inventories.
5. Establish rapport and excellent working relationships with SENDD membership, partnering organizations and agencies to further the mission of SENDD.
6. Other duties as needed.

Qualifications

1. Bachelor’s degree preferred in business, economics, community and regional planning, public administration, communications or other related field, but not required. Experience may substitute for education.
2. Experience in economic and/or community development, community and regional planning, research, communications, project management, grant management etc. is preferred that will enable the incumbent to perform the responsibilities of the position.
3. Knowledge of community and regional planning principals, community and economic development programs and municipal processes in preferred. Knowledge of local, state

and federal government community and economic development funding programs a plus.

4. Excellent written/oral communication skills are important. Experience with Microsoft Office software package and moderate to high level office computer skills is necessary.
5. Community Development Block Grant Administration Certification a plus, but not required.
6. Valid driver's license – Will require travel in southeast Nebraska 16-county region; evening meetings required.

Other Information

1. Wage commensurate with education / experience.
2. Excellent health insurance benefits package. Retirement program available. Paid personal leave. Flexible spending accounts available.

Contact:

For more details visit www.sendd.org or contact Tom Bliss, Executive Director at tbliss@sendd.org or 402-475-2560.

This position is subject to a veteran's preference.

Southeast Nebraska Development District is an Equal Opportunity Employer.