



North Central Regional
Planning Commission

EMPLOYMENT OPPORTUNITY COMMUNITY DEVELOPMENT REPRESENTATIVE

POSITION DESCRIPTION

Title: Community Development Representative

Organization: North Central Regional Planning Commission (NCRPC), Beloit, KS

Salary Range: \$38,000 - \$45,000 (Beginning salary subject to qualifications and experience)

Benefits:

- Kansas Public Employee Retirement System (KPERs)
- Employee Health and Dental Insurance Provided
- Vacation and Wellness Leave
- Paid Holidays
- AFLAC

Selection Process: Resume, Reference Check, and Interview(s). Writing sample may be requested.

Location: Beloit, Kansas (Remote option available).

This position allows for the flexibility to work primarily from our Beloit office or remotely. However, candidates must be located within North Central Kansas to effectively serve clients and participate in community meetings as needed. Remote employees will be required to attend quarterly staff meetings in the Beloit office and may need to be present in person during an initial training period.

Application Deadline: Open Until Filled

Position Start Date: As Soon As Possible

ABOUT THE ROLE

The North Central Regional Planning Commission (NCRPC) is a quasi-governmental organization with membership from cities and counties in a 12-county area of North Central Kansas. We are seeking a dedicated and talented individual to help drive tangible, long-term results for our communities as a **Community Development Representative**.

In this role, you will be instrumental in securing funding for NCRPC member cities and counties. Your skills in writing, research, and an understanding of grant application processes will be essential in securing funding from various foundation, state, and federal agencies. You will assist clients with planning, executing, and delivering projects within specified timeframes, budgets, and quality standards.

The successful candidate will at times work in project teams with other organization staff and with local community representatives to address community and economic development concerns. The employee will report to the Assistant Director for Strategic Initiatives and work independently or as part of a team on various assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research (Funding opportunities, Environmental impact of projects, etc.)
- Facilitate community meetings
- Draft and submit proposals for funding
- Project management
- Work collaboratively with partners, stakeholders and funding entities

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- Must possess a valid driver's license, a clean driving record, be insurable, and capable of being bonded.
- Subject to substance abuse testing.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in relevant fields OR Associate's Degree with at least three years of community-oriented work experience.
- Strong commitment to community development in a rural setting.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong communication, facilitation, time management, and interpersonal skills.
- Proficiency in Microsoft Office and other relevant software applications.
- Public speaking to small groups is valued, as is being goal oriented.
- Willingness to travel regularly to surrounding cities and counties and be able to attend evening meetings with the potential to earn compensatory time.
- Readiness to learn, attend trainings, and conferences.

HOW TO APPLY

To apply for this position, please submit a cover letter and resume with three (3) professional references. Your cover letter should highlight your relevant experience and explain your interest in this role.

Email your application materials to: officemanager@ncrpc.org

Subject Line: Community Development Representative Application

For questions, please contact Pepper Roberg, Office Manager, at 785-738-2218.

The NCRPC is an Equal Opportunity Employer.