



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.
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 highly talented individual to help drive tangible, long-term results for our communities.

As a Community Development Representative, you will play a pivotal role in securing funding for NCRPC member cities and counties throughout the region. Your writing skills, research abilities, and strong understanding of grant application processes will contribute to our success 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 with other members of the staff 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.
- Candidates with 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.

The position will primarily be located in the Beloit office, with potential for a hybrid schedule after initial training period.

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 why you are interested in this role.

Requested documents may be emailed to: officemanager@ncrpc.org

Subject Line: Community Development Representative Application

Please contact Pepper Roberg, Office Manager at (785) 738-2218 with questions.

The NCRPC is an Equal Opportunity Employer.