

Notice of Job Opening

The Appalachian Council of Governments (ACOG) is seeking an Economic Development Planner to work as part of a dynamic, collaborative, and interdisciplinary team focused on using data and technology to support informed regional economic development and community planning in Upstate SC. The successful candidate will be technically skilled, naturally inquisitive, attentive to details, and highly organized. In addition, they will have strong written and verbal communication skills and be able to interact effectively with partner organizations and government agencies. Specific areas of work include GIS mapping and analysis, research, grant writing, and the preparation of various studies, reports, and plans.

ESSENTIAL DUTIES

- Develops, edits, and maintains geographic information system (GIS) data
- Utilizes ArcGIS tools to create custom data layers, maps, web applications, infographics, and story maps for internal and external users
- Conducts research and analyzes data
- Prepares economic impact studies, downtown revitalization plans, market studies, suitability analyses, workforce reports, and other documents related to business attraction and expansion, community development, and planning
- Assists with the development and maintenance of the region's Comprehensive Economic Development Strategy (CEDS)
- Develops population projections at county and sub-county levels
- Provides technical assistance and training to partner economic development organizations, municipalities, and counties
- Pursues relevant grant opportunities and assists in the preparation of applications for federal and state grants

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Planning and economic development principles and practice
- Qualitative and quantitative research methods
- Cartography techniques and best practices
- Computer software including word processing, spreadsheet, database, geographic information systems, and desktop publishing applications

Skills:

- Technical and narrative writing
- Data management
- Strong attention to detail
- Effective time management

Abilities:

- Analyze and synthesize data
- Prepare reports and presentations for a variety of audiences
- Manage multiple projects with competing deadlines
- Demonstrate independent problem-solving and decision-making
- Adapt to changing technology
- Speak in public with confidence
- Build and maintain effective working relationships with internal and external colleagues

QUALIFICATIONS

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university with major course work in planning, economic development, geographic information systems, public administration, or a related field
- Four (4) or more years of professional experience in economic development, planning, or community development
- Proficiency in the use of Esri ArcGIS applications and the Microsoft Office suite

Preferred Qualifications:

- Master's Degree from an accredited college or university with major course work in planning, economic development, geographic information systems, public administration, or a related field
- Working knowledge of Tableau, Power BI, or other data visualization tools
- Proficiency in the use of the Adobe Creative Suite

Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted for education at the discretion of organization management.

COMPENSATION AND BENEFITS

- Starting salary of \$55,000 - \$71,000, depending on qualifications and experience
- Potential for up to 50% remote work after successful on-boarding period
- SC State Employee Health Insurance and Retirement Programs
- Twelve paid holidays per year, plus annual leave and sick leave

TO APPLY

Please email a resume and cover letter to Brooke Ferguson at bferguson@scacog.org or deliver to 30 Century Circle, Greenville, SC 29607.

ACOG is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.