

## Senior/Principal Planner: Economic Development

Strafford Regional Planning Commission seeks a full-time senior or principal planner to join our dedicated staff team working in a hybrid environment. Home to the Tri-Cities of Dover, Rochester and Somersworth and many suburban and rural communities, the region offers outdoor dining in vibrant downtowns, kayaking on beautiful lakes, and many hiking opportunities. We are centrally located to mountains, skiing, and beaches. Hop on the Downeaster with stops in Dover and Durham and be in Boston or Portland, Maine in about an hour.

Strafford Regional Planning Commission (SRPC) is comprised of a team of hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. SRPC's staff work as an innovative and collaborative team focused on supporting our 18-member communities.

The ideal candidate will have experience in economic development and land use planning and enjoy working in a creative, innovative, and collaborative environment. They will also have excellent communications skills, both oral and written, and a high degree of personal accountability.

### The planner will take a lead role in the following initiatives:

- Prepare the Comprehensive Economic Development Strategy.
- Serve as a liaison to local, regional, state, and federal agencies.
- Facilitate regular collaborative meetings with area economic development leaders.
- Prepare local and regional master plans.
- Provide technical assistance to local land use boards and municipal planning staff.

### Application Submission

To apply, send a resume and cover letter that shares why you are the right candidate to [apply@strafford.org](mailto:apply@strafford.org) with the subject line "Economic Development Planner." Position remains open until filled.

### Additional Information

Salary (\$65,000-\$85,000) is commensurate with qualifications and experience. This position requires in-person attendance at meetings throughout the SRPC region, often in the evening.



## Why Work at SRPC?

The SRPC region has a little bit of everything that NH has to offer. Home to the Dover, Rochester and Somersworth Tri-Cities and many suburban and rural communities, the region offers outdoor dining in vibrant downtowns, kayaking on beautiful lakes, and many hiking opportunities. We are centrally located to mountains, skiing, and beaches. Hop on the Downeaster and be in Boston, MA or Portland, ME in about an hour.

### Our culture:

- Small, collaborative, award winning staff team <https://strafford.org/about/staff/>
- Celebrate alternative commutes – walk, bike, or ride the COAST bus
- Flexible work schedules
- Work from home hybrid schedules
- Dress for your day, professionally comfortable
- Join in the office puzzle build or share some music

### Benefits:

- 12 paid holidays
- 24 days of paid time off/year to start
- Simple IRA
- Excellent health & dental insurance or buy out option
- Life insurance
- Flexible spending accounts
- Paid family medical leave
- Annual professional development fund

Strafford Regional Planning Commission is an Equal Opportunity/affirmation Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, age, sex or gender, sexual orientation, gender identity or expression, and nation of origin. The Commission encourages veterans, minorities, women, and socially and economically disadvantaged applicants to apply.

# Job Description

## Duties and Responsibilities

### *Economic Development*

- Act as liaison to local, regional, state and federal agencies and organizations.
- Develop and maintain the region's 5-Year Comprehensive Economic Development Strategy (CEDS) and 1-Year CEDS Annual Updates in partnership with the ED team.
- Coordinate and facilitate monthly Seacoast Economic Development Stakeholders meetings, including coordination with partner agencies and managing ongoing projects.
- Promote the SRPC region by initiating contact with businesses, distributing pertinent information, responding to inquiries, and working cooperatively with partner entities.
- Develop marketing and related materials for the district and support the district's web presence with assistance from the agency's Communications and Outreach Planner.
- Prepare reports and make presentations to groups regarding the region's economic development activities.

### *Land Use Planning and General Responsibilities*

- Develop, implement, coordinate, and maintain short and long-term planning documents.
- Establish and maintain relationships with partner agencies and municipalities.
- Develop and implement the regional plan chapters with the SRPC Land Use Team.
- Represent the commission at public meetings, workshops and presentations.
- Provide technical support and training for municipal boards.
- Other duties as assigned.

## Candidate Qualifications

- Experience with land use, economic development, and regional planning including the of the application of federal, state, and local regulations to planning and zoning.
- Strong understanding of the roles and responsibilities of state, regional and local agencies and boards, and the ability to form successful partnerships.
- Ability to serve as a meeting coordinator and facilitator.
- Strategic and analytical capabilities – a problem solver.
- Excellent communications skills, both oral and written.
- Team orientation and personal accountability.
- Experience using all elements of the Microsoft Office Suite.
- A valid driver's license and reliable transportation is required.

## Education and Credentials

- Bachelor's degree in planning, community or economic development or other related field plus 8 years of related experience. OR
- Master's degree in planning, community or economic development or other related field plus 6 years of related experience.