

ECONOMIC DEVELOPMENT CONSULTANT

Place Dynamics is seeking an individual with strong analytical skills and a background in economic development. This position can offer a great deal of career and personal flexibility, including hours and location. We are hiring at the mid-career or advanced level.

Our Company

Place Dynamics is a 12-year old consulting practice known for a market-based approach and the detail of our analyses, using innovative sources and customized approaches. Our core services are in market research, economic development, and business district vitality. We also work in urban planning and business consulting, although we do not actively pursue these markets. About 20 percent of our projects have been in the Upper Great Lakes region, with the remainder across all parts of the US and into Canada. Sustained growth has led us to create this position.

The Position

We are hiring an Economic Development Consultant, at the middle or advanced career level. The person hired for this position will support all aspects of the consulting practice, to include client development, proposal writing, analysis and report preparation, and limited client support in areas such as business recruitment or other economic development activities. A majority of work will be performed in-house with some travel.

Project support – examples of the type of work to be performed:

- General project management activities such as scheduling, task management, client follow-up, and billing.
- Perform on-site analysis and inventory of conditions within project areas.
- Conduct in-person and telephone interviews or focus group meetings with project stakeholders.
- Conduct or assist with the planning and execution of public presentations, meetings, and workshops.
- Collect data from federal, state, local, or other sources.
- Analyze data and produce charts, maps, tables, or other graphic tools for inclusion in reports and presentations.
- Develop advanced Excel or Access routines to process large quantities of data or perform advanced analyses, such as population projections or economic forecasts.
- Design and conduct surveys.
- Gather background information and synthesize prior planning related to the project and study area.
- Develop recommendations, strategies, and implementation plans based on client goals and the results of analysis.
- Identify implementation metrics and benchmarks, and evaluation processes.
- Prepare economic or fiscal impact analyses.
- Provide direct economic development services to clients.

Business development:

- Assist in outreach to potential clients and in identifying upcoming projects or requests for proposals.
- Prepare responses to requests for proposals and assist in presenting to potential clients.
- Assist in developing content or executing strategies to promote the company.

Qualifications

While requiring very strong analytical skills, this position is somewhat open with regard to areas of specialization. We will be equally likely to consider an applicant with economic development knowledge adding to existing strengths as we would an applicant who is knowledgeable in other areas of economic development, that allow us to provide new services.

Essential skills or experience:

- Bachelor's degree in geography, planning, city administration, economics, or related subject area
- Excellent writing and presentation skills
- A very high degree of proficiency in economic and demographic analysis, and market research techniques
- Ability to develop complex analytical tools using Excel and/or Access
- Advanced knowledge of commonly-used data sources (Census, BEA, etc.) and the ability to locate data from other sources, in support of client projects
- Adequate knowledge of GIS (ESRI or QGIS) to be able to import raw data and perform basic functional analysis
- The ability to produce attractive documents, charts, maps, and other graphics for inclusion in reports or presentations

Desirable skills or experience:

- Master's degree in geography, planning, city administration, economics, or related subject area
- A minimum of five years of professional economic development experience
- Economic impact analysis using IMPLAN or REMI or other techniques
- Knowledge of federal economic development programs
- Knowledge of economic development finance and real estate development finance
- Prior consulting experience

Working Conditions and Compensation

As a company with a national client base, we recognize that there may be advantages to having team members other parts of the country, and may consider alternative work arrangements including work from home. We offer flexibility with regard to hours, and do not follow the practice of counting "billable hours". Performance will be measured to a large degree based on the quality of work and contributions to helping build the consulting practice through client acquisition and adding to the services we can provide. While our first goal is to support the kinds of work we already pursue, we are open to exploring related specialties of interest to the person that is hired. Compensation is competitive and may include an annual incentive bonus.

How to Respond

Submit a resume and cover letter describing how you meet the essential and desirable criteria listed above, including examples to illustrate your work in market/economic research and economic development planning. Include your salary history and desired compensation. These should be sent to michael.stumpf@placedynamics.com. This position will be advertised until filled. Our intent is to hire early in 2018.