

## **Economic Development Planner I/II**

**SALARY:**  
**\$52,000-\$62,000**

### **Position Overview**

The Metropolitan Area Planning Council (MAPC) seeks candidates for the position of Economic Development Planner I or II. This Planner will work on a wide variety of projects in local communities, with a particular focus on sustainable and equitable economic development, covering such topics as commercial/industrial real estate development, job creation, and workforce issues. The Planner will assist in evaluating and improving state laws, regulations, policies, and programs to encourage smart growth and regional collaboration. The Planner will work closely with state agencies, local officials, community groups, businesses, and institutions.

We encourage all of our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times. We strongly support the professional development of each and every staff person, believing their growth to be consistent with the best interests of MAPC and the region. This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston.

### **About MAPC**

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by *MetroFuture: Making a Greater Boston Region*, our regional policy plan for a more sustainable and equitable future, which was adopted in 2008. We are currently working on a successor regional plan, *MetroCommon2050: Shaping the Region Together*, which we expect to complete by 2020. MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office. For more information about MAPC, *MetroFuture*, and *MetroCommon*, please visit [www.mapc.org](http://www.mapc.org)

### **Responsibilities**

- Help cities and towns to develop plans, policies, zoning, permitting procedures, and programs to achieve sustainable and equitable economic development;
- Collect, analyze, and interpret economic and demographic data;
- Conduct market and feasibility analyses to understand the potential for new commercial, industrial, retail, residential, and mixed-use development, especially in smart growth or transit-oriented locations, and build the capacity of local stakeholders to pursue opportunities for sustainable and equitable economic development;

- Help MAPC to fulfill its role as the federally-designated Economic Development District for Greater Boston by assisting in the development and implementation of the Comprehensive Economic Development Strategy, and helping municipalities to design projects and programs that may be funded by the US Economic Development Administration, as well as other funders;
- Create strategies to help businesses and local governments to promote economic development consistent with smart growth principles;
- Support municipal and regional strategies to advance workforce development goals, with a focus on small business issues, quality employment, living wage career pathways, entrepreneurship, and wealth creation tools for lower-income individuals;
- Evaluate ways to improve state and federal laws, regulations, policies, and programs to encourage smart growth and regional collaboration;
- Assist in developing and implementing interdisciplinary projects to advance equitable economic development, through partnerships with other MAPC staff (e.g., Housing, Arts & Culture, and Public Health staff), as well as state agencies and external advocates and stakeholders;
- Draft planning documents as products of the foregoing activities, collect feedback, and finalize documents for public release;
- Speak in public about MAPC projects and programs, and sustainable and equitable economic development and other land use issues;
- Conduct other planning activities as assigned to implement our current regional plan, *MetroFuture: Making a Greater Boston Region*; and
- Collaborate with agency staff and leaders to develop our new regional plan, *MetroCommon2050: Shaping the Region Together*.

Evening meetings, occasional weekend meetings, and local travel are a responsibility for this position.

### **Typical Qualifications**

Candidates for this position must have either a Bachelor's degree with a major in planning, public policy/administration, economic development, or a closely related field and at least 3 years of relevant job experience; or a Master's degree in one of these fields plus at least 1 year of relevant professional experience.

Candidates will demonstrate all or most of the following:

- Demonstrated ability to work effectively with community groups, government officials, and other key stakeholders, especially local elected and appointed officials;
- Experience providing professional planning and/or economic development assistance to local governments;
- Ability to work collaboratively in an interdisciplinary setting with colleagues as well as external partners;
- Knowledge and understanding of real estate development, ability to evaluate residential or commercial sites and projects, or experience with development and finance tools,

such as state and federal financing mechanisms; (experience working on market analyses, development pro formas, or feasibility analyses is a plus;

- Familiarity with key economic development laws, regulations, programs, and tools of federal, state and/or local government;
- Strong research, writing, and communication skills, including ability to interpret data and to use GIS effectively;
- Strong skills and abilities in public process, facilitation, and collaboration;
- Knowledge and understanding of workforce development strategies, with a particular emphasis on lower-income individuals; (experience with specific strategies to build small businesses or to encourage entrepreneurship, living wages, quality employment, and wealth creation is also a plus);
- Ability to advocate for sustainable land use practices and greater equity throughout Metro Boston, especially in housing, employment, and other issues;

## **SUPPLEMENTAL INFORMATION**

### **Compensation and Benefits**

The starting salary ranges from \$52,000 to \$62,000 annually, depending on qualifications and experience. Master's Degree, AICP Certification, and additional experience a plus for higher range Planner II position. This is a full time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family friendly work environment and a commitment to ongoing professional development. Our office is located in downtown Boston, in a transit-oriented and bicycle-friendly environment.

### **How to apply**

The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. **If you are interviewed, you will be asked to submit 3 references plus a writing sample.**

Apply online at [www.mapc.org/jobs](http://www.mapc.org/jobs). A review of applications will begin immediately. The position is open until filled. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region.

**MAPC is an EOE/AA employer.**

**MAPC takes pride in the diversity of its workforce and encourages all qualified persons to apply.**