



CARPDC
Central Alabama Regional Planning and Development Commission

Position: Economic Development Coordinator

FLSA Classification: Exempt

Reports To: Economic Director

Compensable Factors: 1020

Pay Band: 2

Purpose: The Economic Development Coordinator is the region's economic development planner for the region. This position is responsible for promoting regional economic development programming and assisting regional governments. This position will administer, operate, and manage the agency's Revolving Loan Fund program. This includes marketing the program, assisting borrowers, processing loan applications, managing the loan portfolio, and ensuring compliance with federal, state, and agency regulations. Under the supervision of the Associate Director, the Economic Development Coordinator contributes to economic and community development initiatives, fostering job creation and retention to grow the regional economy.

Responsibilities:

Economic Planning:

- Research the economic trends and conditions within our three-county region.
- Develop surveys, and other public engagement tools, to connect with member governments and determine economic and community needs.
- Identify potential economic resiliency, recovery, and/or other development projects within locally impacted communities that are eligible for state and federal funding opportunities and assist with writing and developing grant applications.
- Assist in local, state, and federally planning efforts.
- Assist the CARPDC Community Development and Planning Staff with updating the region's Comprehensive Economic Development Strategy (CEDS) to include economic resiliency and recovery strategies, as well as support the implementation of these strategies.
- Develop grant proposals in accordance with established guidelines and submit them to appropriate funding agencies.
- Administer funded grants, including project startup, procurement, monitoring construction, and financial compliance.
- Maintain comprehensive project files and prepare closeout documents.

- Provide technical support to member governments on public administration and economic development projects.
- Research and analyze data to support community and economic development initiatives.
- Assist with preparing financial and economic impact reports.
- Provide technical assistance and support to member jurisdictions seeking solutions to community needs as requested.

Revolving Loan Program

- *Program Administration:*
 1. Develop and update the CARPDC Revolving Loan Fund Plan for review and adoption by the CARPDC Board of Directors.
 2. Administer the RLF Program in compliance with the adopted plan.
 3. Market the RLF program to area lenders and potential borrowers, providing assistance with loan applications.
 4. Conduct financial analysis of loan applications and prepare loan documents.
 5. Present loan application details to the RLF Loan Committee to facilitate informed decision-making.
 6. Prepare and submit reports to oversight entities, including the State RLF Committee, Economic Development Administration (EDA), and Appalachian Regional Commission (ARC).
 7. Manage loan disbursements and collections, ensuring compliance with the adopted RLF Plan.
 8. Maintain financial records and prepare annual statements for the RLF program.
 9. Prepare agendas and coordinate RLF Loan Committee meetings.
 10. Work closely with closing attorneys on loan documentation.
 11. Evaluate loan clients regularly for compliance with program requirements.
 12. Address payment issues and maintain accurate loan service records.
- *Program Marketing:*
 1. Promote the RLF program through outreach to elected officials, lenders, businesses, and community organizations.
 2. Build and maintain relationships with area lenders to encourage program participation.
 3. Represent the RLF program at local and regional events.

All other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of public administration, land use regulations, loan processing, and federal/state grant guidelines.
- Strong aptitude for financial analysis, mathematical skills, and data interpretation.
- Proficiency in computer applications, including Microsoft Office and loan management systems (e.g., GMS RLSS).
- Excellent communication skills, both written and verbal.
- Strong organizational and problem-solving skills, with the ability to manage multiple projects and meet deadlines.
- Familiarity with economic and community development practices, including grant administration.

Qualifications:

- Must have a bachelor's degree in accounting, Finance, Business Administration, Planning, or a related field, with at least one (1) year of experience in loan administration, governmental accounting, or economic development. A master's degree and experience in community development are preferred
- Must possess a valid driver's license.
- Must be able to travel within and outside of the region for meetings, training, and other events.

Physical Requirements:

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Supervisory Responsibilities: This position is not a supervisory position.