



Village of Yellow Springs

Job Title: Planning & Economic Development Coordinator
Department: Planning, Zoning and Economic Sustainability
Reports To: Planning & Economic Development Director
Salary Range: \$45,000 - \$60,000

Employment Status: Full-Time
FLSA: Exempt

Position Overview

The Planning & Economic Development Coordinator plays a key role in the economic vitality of the Village of Yellow Springs by proactively engaging in all aspects of planning, community development and economic development. The position will support the Planning & Economic Development Director in leading activities in the Village and surrounding area.

The ideal candidate will be proactive, adaptable, and skilled in planning, community development, and economic development.

Key Responsibilities

1. Business Retention & Expansion:

- Work with existing businesses to identify growth needs, assisting with expansion plans, and navigating the permitting process.
- Establish and maintain key relationships with a diverse network to attract and retain businesses.
- Actively attract new businesses to the Village, supporting existing businesses to expand, coordinating with local stakeholders to identify development opportunities, and researching potential incentives
- Identify and prepare suitable sites for new businesses, including managing land availability, zoning regulations, and infrastructure development.

2. Research & Data Analysis:

- Conduct research on economic trends, demographics, and industry sectors to inform development strategies and identify target markets.
- Present research and data to key stakeholders and policy makers to inform decision making.

3. Grant Writing & Incentives:

- Collaborate with local organizations, chamber of commerce and community leaders to promote economic development incentives and build partnerships.
- Identify and apply for county, state, and federal grants to fund economic development projects.
- Work closely with our Community Improvement Corporation, to create and maintain a diverse package of financial incentive programs and tools.



4. Planning and Community Development:

- Process basic development requests to determine conformance with the Zoning Code and Comprehensive Plan.
- Assist the Planning & Economic Development Director with complex development requests and zoning code changes and public noticing requirements.
- Provide support for building permit and zoning administration.
- Assist the Planning & Economic Development Director in Comprehensive Planning efforts and other Village plans.

5. Other Duties as Assigned:

- Complete additional tasks as directed by the Planning & Economic Development Director or Village Manager, while maintaining a positive attitude.

Qualifications

Required:

- Graduation from an accredited college or university in public administration, economic development, community development, public policy or combination of training/education and/or experience which evidences a working knowledge of economic development/community /urban planning
- Proven experience in planning, community development, and/or economic development role or similar, preferably in a fast-paced environment.
- Knowledge of economic development programs, grants, loans and services at the state and county levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment.
- Exceptional organizational skills with a keen attention to detail, enabling efficient task management.
- Strong verbal and written communication skills, with the ability to convey information clearly and professionally.
- Proven ability to manage multiple tasks and prioritize effectively amidst competing demands.
- Self-motivated and capable of working independently with minimal supervision.
- Collaborative mindset, with a demonstrated ability to build positive relationships with colleagues and community members.
- Strong sense of discretion and confidentiality when handling sensitive information.

Desired (Not Required):

- Familiarity with the land entitlement process and/or construction.
- Experience with public finance in regard to the development and administration of tax abatements and incentives.



- Knowledge of local government operations and community engagement practices.

Physical Requirements:

- Prolonged periods of sitting at a desk and using a computer.
- Ability to lift up to 15 pounds.
- Regularly required to sit, talk, and hear; manual dexterity required for handling objects and controls.
- Specific vision abilities required include close vision and the ability to adjust focus.
- Valid driver's license and ability to drive for Village business.

Work Environment: This role operates in an office setting, requiring regular use of standard office equipment. Occasional attendance at community events or meetings may be necessary.

Application Process: We invite interested candidates to submit a resume, application, and cover letter that highlights their relevant experience and enthusiasm for the role. Please send your application materials to cameron.fortin@yellowsprings.gov. This position will remain open until filled.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.