INCOG, the principal regional planning organization for the Tulsa metropolitan area, is seeking applications for an Economic Development Planner to perform professional work in the development and implementation of business creation and expansion strategies to improve the economy of a three-county area.

Duties include coordination of the INCOG Economic Development District program, coordination of local task forces and boards to develop comprehensive economic development strategies and community revitalization plans, and administration of EDA planning and infrastructure grants for INCOG and local governments.

Position requires knowledge of federal, state and local regulations related to economic development and grant-funded programs; knowledge of and ability to interpret regulatory and legal requirements; knowledge of contract management; ability to prepare financial reports; ability to prepare and monitor budgets; ability to gather data, analyze problems and recommend solutions to management and governmental officials; ability to communicate and present ideas both verbally and in writing.

Graduation from an accredited college or university with a bachelor’s degree in political science, public administration, urban planning, urban design, business administration, economics, or a closely related field; and two (2) years of experience in a planning capacity or an equivalent combination of training and experience is required. Direct experience in community development and/or economic development programs desirable. Annual starting salary $49,000 to $55,000. Specific compensation based on candidate’s qualifications and experience. Comprehensive benefits package included.

To apply please submit your cover letter and resume to INCOG Personnel Director, 2 West 2nd Street, Suite 800, Tulsa, OK 74103-3132 or email to resumes@incog.org