



PROJECT MANAGER (LAKE COUNTY) / JOB DESCRIPTION

South Central Oregon Economic Development District (SCOEDD), and its non-profit Klamath Lake Regional Housing Center (KLRHC), is seeking an innovative, resourceful, energetic, and dynamic Project Manager (Lake County). The Project Manager will be expected to serve as part of a professional team that delivers economic and community development programs and services throughout Lake County. The position requires a team-member approach in an ever-changing, fast-paced, pressured environment.

As an employee of the South Central Oregon Economic Development District (SCOEDD), the Project Manager will be expected to serve as part of a professional team under the direction of the Executive Director of SCOEDD. The Project Manager will manage the delivery processes of planning, organizing, and leading community economic and business development activities in Klamath and Lake Counties. This individual will serve as SCOEDD's liaison with Lake County, the Town of Lakeview, and the Klamath County Economic Development Association (KCEDA) for housing projects and to implement the Strategic Housing Initiative for Economic Local Development (SHIELD) projects specific to Lake County.

General Roles / Responsibilities

- Provide overall leadership direction to multiple projects, including management of project budgets and financials, working with and developing subcontractor relationships, ensure project quality and timeliness.
- Assembles workgroups as needed for economic and community development projects.
- Coordinates, collaborates, and communicates with other local, regional, and state organizations.
- Attends and participates in Chamber of Commerce, Town of Lakeview, and County meetings regularly and when appropriate.
- Works with SCOEDD staff to provide updates on projects and activities.
- Completes special projects or tasks as assigned by SCOEDD's Executive Director, Lake County Commissioners, and the Town of Lakeview.
- Designs and facilitates meetings, including, but not limited to, community meetings and economic development boards.
- Markets SCOEDD programs in Lake County, prepares and maintains progress reports, and assists in developing and preparing grant proposals.
- Has a good understanding of the local Land Use and Planning process.
- Other roles as assigned.

Specific Program Roles & Responsibilities (including, but not limited to):

During Year 1, the Project Manager will prioritize the SHIELD project activities. This role has been prioritized due to Lake County's need for an individual to harness the opportunities identified in a Development Demand Analysis in 2020. The Development Demand Analysis generated a Housing Needs Analysis and a Development Opportunities Inventory. Generally, the position duties as the Housing Liaison include:

- Refines the assessment of needs, setting goals for increasing the amount of quality housing supply.
- Identifies shovel-ready lots, development, and redevelopment opportunities per the Housing Needs Analysis and Development Opportunities Inventory.
- Identifies opportunities for housing refurbishment and reuse to meet housing needs.
- Identifies/aligns and secures funding sources (private and public).
- Lobbies public officials for support and funding.
- Develops housing incentive programs and sources for alternative housing solutions.
- Meets with local financial institutions and is a liaison with Lake County, the Town of Lakeview, SCOEDD, and KCEDA.

- Meets with developers, contractors, and suppliers and liaises with other public offices on the development of area amenities that will ensure the success of housing developments.

After Year 1, more detailed activities will be shared with the individual once the SHIELD activities are prioritized. However, the employee can expect to work with SCOEDD staff on various efforts such as the Lake County Main Street and Downtown improvement projects, the Lakeview Urban Renewal Area (URA) and Community Development Block Grant (CDBG), Brownfields grants, and Enterprise Zone work. This individual will also work with Lake County and the Town of Lakeview officials to determine the work based on the current needs.

Qualifications

Minimum three (3) years of increasingly responsible project management work experience in the capacity of management level abilities/duties. Bachelor's degree in business administration, urban planning, economics, real estate development, finance, urban planning, or other related fields; or equivalent work experience required.

Knowledge, Skills, and Abilities:

- Ability to work independently and as part of a team. Ability to work with diverse community groups.
- Ability to communicate effectively both orally and in writing with business managers, local government officials, and State/Federal agencies.
- Familiarity with state and local tax incentives, funding sources, and development opportunities.
- Knowledge of preparing grant applications and assuring grant requirements are met.
- Demonstrated skills in advanced financial spreadsheet development and analysis; demonstrated experience with computing in an officer environment (Excel, Microsoft Office applications)
- Strong interpersonal skills, problem solving, strategic thinking, and analytical abilities.
- Experience in rural Oregon, mainly Lake County, is a plus.

Salary / Benefits

- Full-time / Budget for position = \$50-\$60K depending on work experience
- Full benefits, including medical and retirement plan once the introductory period is completed
- Great work environment / supportive colleagues / open to flexible work schedule

Location

The position is based at SCOEDD's new office in Lakeview, Oregon.

To Apply

Interested professionals should email a resume, cover letter, and three professional references to scoedd@scoedd.org. The position will remain open until filled. Please note that only electronic submittals will be accepted.

SCOEDD is proud to be an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and organizational needs. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, military service, or any other status protected under federal, state or local law.