

Job Advertisement

Position Title: Project Planner – Planning Department- Local Government Services

Organization: Mid-Carolina Regional Council (MCRC)

Location: Fayetteville, North Carolina (regional travel required)

Employment Type: Full-Time

FLSA Status: Non-Exempt

Salary: Dependent upon qualifications and experience

Application Deadline: Open until filled

Position Overview

Mid-Carolina Regional Council (MCRC) is seeking a qualified and motivated Project Planner to lead and coordinate local government services and community development grant activities for its member jurisdictions.

The Project Planner will serve as a primary technical resource to our member governments, with responsibility for identifying funding opportunities, preparing and administering grants, and managing community development-related projects on a regional and local basis. The position requires independent judgment, strong organizational skills, and the ability to work collaboratively across jurisdictions.

Essential Duties and Responsibilities

- Serve as lead staff for community development and local government service grants, from opportunity identification through project closeout.
- Provide direct technical assistance to member governments related to grant readiness, application development, project management, and compliance.
- Research, track, and communicate state, federal, and other funding opportunities applicable to local governments.
- Prepare grant applications, scopes of work, budgets, schedules, interlocal agreements, and supporting documentation.
- Administer awarded grants, including monitoring progress, preparing reimbursement requests, ensuring compliance, and completing required reporting.
- Coordinate with state and federal agencies, including but not limited to NCDOT, NC Department of Commerce, NC Department of Environmental Quality, and other partners.
- Manage multiple projects simultaneously while ensuring adherence to funding requirements, timelines, and budgets.
- Support community development initiatives related to housing, infrastructure, resilience, economic development support, and quality-of-life improvements.
- Prepare and deliver written reports, presentations, and briefings for boards, committees, and elected officials.
- Maintain accurate grant and project records consistent with audit and reporting standards.
- Perform related duties as assigned to support MCRC programs and member needs.

Minimum Qualifications

- Bachelor's degree in public administration, planning, community development, political science, or a closely related field.
- Three (3) years of progressively responsible experience in local government, regional organizations, grant management, community development, or project management.
- Demonstrated experience with state and/or federal grant programs.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines with minimal supervision.
- Proficiency with Microsoft Office and standard project management or tracking tools.

Preferred Qualifications

- Master's degree in public administration, planning, or a related field.
- Experience working for a council of governments or multi-jurisdictional organization.
- Familiarity with North Carolina funding programs and compliance requirements.
- Grant writing certification or Project Management Professional (PMP) certification.

Benefits

- Participation in the North Carolina Local Governmental Employees' Retirement System (LGERS)
- Health, dental, vision, and life insurance options
- Paid holidays and leave
- Professional development opportunities

How to Apply

Submit a resume, cover letter, and references to Mid-Carolina Regional Council through Alyssa Garcia, Planning Director, via agarcia@mccog.org. Applications will be reviewed as received until the position is filled.