



## **COMMUNITY DEVELOPMENT MANAGER**

### **JOB DESCRIPTION**

Laberge Group based in Albany, New York has an opportunity for a motivated and talented community development manager experienced in grant writing, management, and community/economic development programs for public and private sector clients. This individual will work collaboratively with our existing award winning team to assess and identify grant opportunities for our current and potential clients, as well as develop and administer some grants themselves. The preferred individual will have experience and skills to manage the following:

- Grant Writing, Administration and Management
- Public engagement and facilitation
- State and Federal Grant Program Analysis
- Community Development & Strategic planning
- Staff Management
- Preparation of CDBG, DWSRF/CWSRF, LGE, NY Water, RESTORE NY and other state and federal programs.

We are looking for an individual who can communicate (written and verbally), has a strong technical aptitude, and enjoys working in a collaborative environment with peers and staff. The position is based in Albany, NY.

### **IDEAL CANDIDATE**

- Bachelors in political science, government, planning or related field.
- 5+ years of related experience.
- Ability to manage staff effectively to accomplish required work.
- Must be accomplished in the management and organization of multiple projects, staff and assigned tasks.
- Excellent technical writing and computer skills.
- Strong knowledge of Microsoft Office (Outlook/Word/Excel/PowerPoint) and Adobe.
- Excellent interpersonal skills with ability to build effective relationships at all levels, both internally and externally.
- Ability to work independently as well as a team player.
- Experience working in a dynamic, fast-paced environment with short and rigid deadlines.
- Experience and understanding of writing effectively across different mediums (e.g., policy briefs, website, blog, speaking points, newsletter, letters).
- Ability and willingness to travel throughout New York State.

### **ABOUT THE COMPANY**

Laberge Group is among the State's most experienced municipal consulting firms. Our Team blends five decades of technical engineering skills with planning and grant writing expertise to create cost efficient and effective solutions to provide municipal services. Laberge Group has a reputation for providing a balanced approach to engineering and plan development. Our award winning staff includes professional engineers, nationally certified planners, licensed architects and surveyors, and grant writers. Our approach is unique in that our staff is experienced at implementing projects both as former local government planners, and as private sector consultants. Our engineers work side by side with our planners to ensure that each study is individually created to meet the needs of each community as well as the programmatic requirements of State and Federal funding agencies. This approach to municipal services has proven successful in securing over \$245 million in State and Federal funding for our clients since 2000.

All replies will be held in confidence. Interested candidates should send a detailed resume including education, work history and experience with emphasis on the elements identified above to [hr@labergegroup.com](mailto:hr@labergegroup.com) or 4 Computer Drive West, Albany, NY, 12205. Laberge Group is an Equal Opportunity Employer - M/F/Veteran/Disability.