



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

106 West Aztec Avenue
Gallup, NM 87301
Phone: [505] 722-4327
Fax: [505] 722-9211

US Economic Development District #1
NM State Planning District #1
www.nwnmcog.com
Executive Director | *Evan Williams*

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

JOB PROSPECTUS

November 16, 2023

Regional Economic Development Program Manager

THE ORGANIZATION:

Northwest New Mexico Council of Governments was formed in 1972 as one of 7 regional planning and development districts in the State of New Mexico, covering Cibola, McKinley and San Juan Counties. The Council's annual budgets range from \$600,000 to \$2,000,000, depending on available grants and contracts from a variety of sources. Base funding is provided by membership dues from the cities and counties of the region, by the State Legislature through annual appropriations for regional planning districts, by the State Department of Transportation for management of the Regional Transportation Planning Organization (RTPO), and by the US Economic Development Administration (EDA) for economic development planning and technical assistance. Other funding is provided by special grants and subcontracts from Federal, State, Local, and Foundation agencies.

The COG Board of Directors is comprised of representatives from the 6 city governments and the 3 county governments in the region, and the COG maintains a team of about 7 staff, depending on the available budget for personnel.

The mission of the Council of Governments is to advance Northwest New Mexico by serving local governments in regional partnership. To that end, the COG aspires to "**lead the field**" in the work of **empowering communities**, promoting regional competence and **moving the region** forward. The COG work includes research and technical assistance to local governments and other stakeholders in policymaking, planning, project development, research, resource development, regionalization, convening and facilitating groups, communicating between and among agencies, and coordinating efforts across the many disciplines of community and economic development.

The Northwest New Mexico Regional Economic Development District (NWEDD) is one of the major programs administered by the COG, ever since the early 1970s when "economic development districts," or EDDs, were first established in New Mexico. These organizations have been formed in response to Federal legislation, beginning with the Public Works and Economic Act of 1965, for the purpose of ensuring inclusion by public officials and private sector leaders in the process of planning and prioritizing Federal investments in economic development.

Historically, the EDD has been staffed by one or more planning professionals within the COG planning team, and recent increases in the EDA budget have enabled the COG to provide further focus to this regional planning program.

THE POSITION:

The COG is looking for an experienced professional to take on the role of **Regional Economic Program Manager**, with specific assignment to serve as **Program Manager** for the **Northwest New Mexico Economic Development District (NWEDD) and its work program**. Strong analytical, project management, planning, computer, business finance,

mapping and social skills are recommended for the position, with a preference for background in economic development, loan program management, planning and/or related fields.

While generally serving as a contributing team member on the COG's program management team (currently numbering 3), the Program Management will be specifically responsible for managing all aspects of the EDD program, under annual funding provided by the US Department of Economic Development. An overview of the primary responsibilities are outlined in our work program.

Foremost among the Program Manager's duties is the development and management of the global strategy for economic development for our region, commonly referred to as the [Comprehensive Economic Development Strategy \(CEDS\)](#). The Program Manager will develop and manage a CEDS Committee and work with local and tribal economic development organizations to formulate the strategy. Stemming from this planning process, will be the implementation and evaluation of the policies, programs, and projects prioritized in the CEDS. The COG is currently managing a Revolving Loan Fund and is driving several special projects including industrial park master planning and design, regional scenic development and promotion, and maintains a strong participation in advancing the outdoor recreation economy.

The Regional Economic Development Program Manager will need to be a self-starter, as well as a good teammate, and should be proactive in managing the assigned work programs. Beyond the EDD focus, the Program Manager may also be assigned to manage our Revolving Loan Fund program and participate in other projects and programs of the COG organization, as needed and feasible, and particularly where integration of economic development issues into other plans is called for.