

**South Eastern Council of Governments (SECOG)  
Project Financing Planner/Grant Writer**

The South Eastern Council of Governments seeks an experienced project financing planner/grant writer. The position performs grant and loan administration as well as provides community and economic development assistance to the municipalities and counties in SECOG's six-county region.

Examples of responsibilities include: advising local governments and development groups on infrastructure funding options, project alternatives, and courses of action; preparing grant and loan applications for rural and economic development programs; preparing construction draw downs for funding community projects; administering contracts; providing administrative assistance to community development projects; conducting transportation planning; performing utility rate analyses; completing environmental reviews; conducting basic research on rural and economic development issues; providing on-site technical assistance to local governments and those groups and entities participating in area-wide development activities; monitoring state and federal programs to determine their impacts on local government and rural and economic development; preparing reports on programs, issues, and activities; and presenting reports to the Executive Board and other groups involved with rural and economic development.

The ideal candidate will have a Bachelors degree in business administration, accounting, finance, economics, engineering, public administration, construction management, planning, or related disciplines or equivalent. A master's degree plus at least three (3) years of professional level experience in planning or a closely related field is preferred. An equivalent combination of education and experience that meet the position requirements may be considered. The demonstrated ability to work on several projects simultaneously and in a team environment is essential. Attention to detail and time management is imperative. Strong research, writing, analytical and public speaking skills are needed in order to write grant proposals and technical papers and make presentations to both technical and public groups. The candidate must be able to tactfully work with a variety of people and be able to maintain confidential information. Candidate should be a motivated, self-starter with the ability to work independently to meet deadlines with a minimal amount of supervision.

Irregular work hours will include some evening and weekend work within SECOG's six-county region. A valid driver's license is required. This is a salaried position that will work more than 40+ hours per week. The annual salary range is \$33,496-\$50,250 depending on experience and qualifications. SECOG offers health, dental, life, retirement, vacation and sick leave, and holidays. Send resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director  
South Eastern Council of Governments  
500 N. Western Ave, Suite 100  
Sioux Falls, SD 57104

Or e-mail to: [lynne@secog.org](mailto:lynne@secog.org). Review of resumes to begin immediately.

Visit our website (<http://www.secog.org>) for further information on the South Eastern Council of Governments. SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening.