

Job Title: Community Planner

Job Overview:

The Community Planner is responsible for leading and overseeing the planning and execution of strategic initiatives and projects. This role involves developing and implementing long-term plans, managing cross-functional teams, and ensuring that organizational goals are met effectively and efficiently.

Key Responsibilities:

1. Strategic Planning:

- Develop and implement strategic plans to achieve organizational goals.
- Analyze market trends, economic conditions, and internal data to inform planning processes.
- Collaborate with executive leadership to align planning efforts with company vision and objectives.

2. Project Management:

- Oversee the planning and execution of major projects, ensuring they are completed on time, within scope, and within budget.
- Coordinate with various departments to ensure project requirements and milestones are met.
- Monitor project performance and make adjustments as necessary.

3. Team Leadership:

- Lead and manage a team of planners, analysts, and industry professionals.
- Provide guidance, support, and professional development opportunities for team members.
- Foster a collaborative and productive work environment.

4. Stakeholder Engagement:

- Serve as the primary point of contact for key stakeholders, including clients, partners, and internal departments.
- Communicate planning processes, project statuses, and strategic initiatives to stakeholders.
- Manage stakeholder expectations and address any concerns or issues that arise.

5. Data Analysis and Reporting:

- Utilize data and analytics to inform planning decisions and assess project outcomes.
- Prepare and present detailed reports on planning activities, project progress, and performance metrics.
- Make data-driven recommendations for improvements and adjustments.

6. Budget Management:

- Develop and manage budgets for planning activities and projects.
- Monitor expenditures and ensure financial resources are allocated effectively.
- Report on budget performance and make adjustments as needed.

7. Compliance and Risk Management:

- Ensure planning activities comply with relevant regulations, policies, and standards.
- Identify potential risks and develop strategies to mitigate them.
- Address any compliance issues or project challenges promptly.

8. Continuous Improvement:

- Stay informed about industry trends, best practices, and emerging technologies.
- Implement process improvements and innovations to enhance planning efficiency and effectiveness.
- Promote a culture of continuous learning and development within the team.

Qualifications:

- **Education:** Bachelor's degree in Business Administration, Urban Planning, Project Management, or a related field. A Master's degree or equivalent is preferred.
- **Experience:** Significant experience in planning, project management, or a related role, including leadership experience. 7-10 years of experience is required.
- **Skills:**
 - Strong strategic thinking and problem-solving abilities.
 - Excellent leadership and team management skills.
 - Proficiency in project management tools and software.
 - Exceptional communication and interpersonal skills.
 - Ability to analyze data and make informed decisions.
 - Knowledge of industry-specific regulations and best practices.

Working Conditions:

- Office environment with occasional travel for meetings or site visits.
- May require working outside of regular business hours to meet project deadlines or attend events.