North Central
NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

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Job Posting

JOB TITLE **COMMUNITY PLANNER**

SALARY & QUALIFICATIONS

Level	Salary Range	Required Qualifications
I	$45,000 - $55,000	3-5 years direct experience or a college degree in a related field*
II	$55,000 - $65,000	3-5 years direct experience and Associate's degree in a related field*
III	$65,000 - $75,000	5+ years direct experience and Bachelor's degree in a related field*
	This position allows substitution of education for experience and vice-versa, calculated at the discretion of management.	

*Related fields include planning, community development, economic development, public administration

Location: Santa Fe, New Mexico
Salary: $45,000–$75,000 annually, depending on qualifications
Job Type: Full-Time | Hybrid | Salaried, Exempt

Help Shape the Future of Northern New Mexico Communities
Are you passionate about community development, economic growth, and helping communities turn ideas into meaningful projects? Do you enjoy collaborating with local leaders, identifying funding opportunities, and finding creative solutions to complex challenges?

The North Central New Mexico Economic Development District (NCNMEDD) is seeking a motivated and resourceful Community Planner to support planning, infrastructure improvements, grant-funded initiatives, and economic development projects throughout northern New Mexico.

This is an opportunity to make a tangible impact by helping local and tribal governments strengthen their communities, secure funding, and advance projects that improve residents' quality of life.

What You'll Do

As a Community Planner, you'll work with local governments, tribal communities, state and federal agencies, and regional partners to support projects from initial planning through funding and implementation.

Key responsibilities include:

- Provide community planning and technical assistance to local and tribal governments throughout NCNMEDD's eight-county region.
- Collaborate with community leaders to identify priorities, development opportunities, and project needs.
- Assist with Infrastructure Capital Improvement Plans (ICIPs) and other planning initiatives.

- Research grant opportunities and help prepare competitive funding applications.
- Support project development, grant administration, reporting, and performance tracking.
- Assist with infrastructure, capital outlay, and community facilities projects.
- Collect, analyze, and present demographic, economic, and community development data.
- Evaluate project proposals for feasibility, funding eligibility, and community impact.
- Prepare reports, presentations, and recommendations for community partners and funding agencies.
- Participate in special initiatives involving disaster recovery, transportation planning, GIS, small business assistance, and stakeholder engagement.
- Maintain accurate project records and databases.

What We're Looking For

We're looking for someone who is organized, analytical, collaborative, and genuinely interested in helping communities succeed.

Qualifications:

- Education or professional experience in planning, community development, economic development, public administration, or a related field.
- Knowledge of community planning, project coordination, and public-sector programs.
- Strong research, analytical, and problem-solving abilities.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects, deadlines, and stakeholder relationships.
- Proficiency with Microsoft Office, including Word, Excel, and PowerPoint.
- Experience working with diverse communities and public-sector partners.
- Knowledge of budgeting principles and grant-related processes.
- New Mexico driver's license and ability to travel frequently throughout northern New Mexico.
- Equivalent combinations of education and experience may be considered.

Career Levels & Compensation

NCNMEDD offers three Community Planner levels based on education and experience:

Community Planner I | $45,000–$55,000: Three to five years of relevant experience or a related college degree.
Community Planner II | $55,000–$65,000: Three to five years of relevant experience and an associate's degree in a related field.
Community Planner III | $65,000–$75,000: Five or more years of relevant experience and a bachelor's degree in a related field.

Why Join NCNMEDD?

Your work will directly support communities across northern New Mexico, helping transform regional priorities into projects and opportunities.

Our benefits include:

Competitive salary based on qualifications.
Medical and dental insurance.
Public Employees Retirement Association of New Mexico (PERA) retirement benefits.
Paid time off.
Professional development and training opportunities.
Opportunities to collaborate with government agencies, community leaders, and regional partners.
Ready to Make an Impact?

If you're ready to use your planning, research, and project management skills to make a difference in northern New Mexico, we encourage you to apply!

NCNMEDD is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to any status protected by applicable federal or state law.

Job Type: Full-time

Pay: $45,000.00 - $75,000.00 per year

Benefits:

401(k)
401(k) matching
Dental insurance
Health insurance
Life insurance
Paid time off
Vision insurance
License/Certification:
Drivers License (Required)
Ability to Commute: Santa Fe, NM 87505 (Required)
Work Location: Hybrid remote in Santa Fe, NM 87505

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com
- Email Felicity Fonseca at felicityf@ncnmedd.com with any questions.