



Community and Economic Development Associates Position Description:

Community & Business Development Specialist - Western Itasca County and Northhome, Minnesota

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Regional Manager-West Central Minnesota.

Interested, qualified individuals may submit resume and cover letter to teri.root@cedausa.com

About the Organization--- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Position--- Community & Business Development Specialist

Number of Openings--- 1

Hours--- Full time, 40 hours per week

Reports to--- Northern Minnesota Regional Manager

Starting Salary Range--- \$45,000-\$55,000 Depending on Qualifications

Hours--- 8 a.m. - 5 p.m. (Occasional early morning and/or evening meetings may be required.)

Position Description--- This position is will be responsible for the execution of work necessary to serve CEDA's Community Support Program contracts. Responsibilities could include (but are not limited to):

- Working with boards and community members to create and implement quality of life projects/improvements, such as park development, pools, and other amenities.
- Researching, compiling and drafting information for grant proposals.
 - Providing necessary reporting for various grant awarding agencies.
- Developing relationships with relevant regional, state, federal and tribal organizations.
- Promoting and utilizing economic development tools and programs to increase job creation and tax base growth.
- Carrying out and ensuring the quality of community marketing efforts.
 - Measuring the performance of community marketing objectives.
- Attending workshops and trainings relevant to position.
- Publicly presenting at open meetings.
- Communicating with local press to share accomplishments.
- Providing business development assistance for startup businesses and businesses looking to expand or relocate.
- Cultivating relationships with existing businesses to promote the sustentation and retention of those businesses in the communities served.
- Improving residential housing development options and availability.
- Attendance to evening meetings periodically.
- Completing other duties as assigned.

The Community and Business Development Specialist will report directly to the Northern Minnesota Regional Manager.

Qualifications--- CEDA is looking for team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidate should be self-motivated, possess high business morals, have excellent oral and written communication skills and be energetic, results-oriented, able to develop productive relationships and possess strong leadership skills. Qualified applicants should have applicable leadership experience and/or a degree in community/economic development, public administration, business administration, marketing, management, or another related field.

Applicant must have a valid driver's license and reliable means of transportation.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) main: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

CEDA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the federal, state and local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. CEDA makes hiring decisions based solely on qualifications, merit and business needs at the time.