



Community and Economic Development Associates Position Description:

Regional Manager - Northern Minnesota

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Regional Manager-Northern 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--- Regional Manager

Number of Openings--- 1

Hours--- This role within CEDA is up to 16 hours per week, with the additional hours to achieve full-time status within a CEDA community or other contract work

Reports to--- Division Head

Supervises--- Team members assigned to CSP Contract Communities within the assigned region

Position Description--- This position is will supervise and be the first point of contact for team members working within the assigned region, as well as assist Human Resources with training and development of employees within the region. Responsibilities could include (but are not limited to):

- Ensure team members have the tools to be successful.
- Answer questions as they come forward about projects or day to day work in their communities.
- Engage with team members and/or with HR as needed with team members that are under/over performing or having other performance related issues, proactively solving problems when possible.
- Manage and assist with creation of budget for region.
- Approve time cards and expense reports; ensuring they are collected, accurate and appropriate per company policy.
- Along with HR, ensure corporate policies are being followed.
- Be the local representative of CEDA within the assigned region.
- Proactively meet with contracted communities.
 - Meet with each city administrator/clerk/county administrator at least one time per calendar year.
 - Attend each contracted community's EDA meeting at least two times per calendar year.
- Respond to inquiries from prospective new contracts/work within the region, assisting with securing new business and contracts.
- Point of contact for inquiries and contracted communities within assigned region, with the assistance of the Communications Department as needed.
- Assist new team members in region start work within their community. (Introductions with city staff, first day, first meeting)
- Lead transition efforts between staff members, as needed.
- With HR, ensure employment advertisements are published appropriately and timely.
- With HR, conduct first interviews and weigh in on final hiring decisions.

- With HR and Division Head, weigh in on final decisions for corrective action, discipline, or potential termination actions. Initiating corrective action as needed in conjunction with HR.
- Provide HR and Division Head with data to support corporate projects and activities.
- Engage with new team members to assess and document professional goals, interests, and expertise and identify opportunities for professional development.
- Locate and review external training opportunities for CEDA staff based on identified organizational needs, documented employee needs and goals, perceived benefits and budgetary considerations
- Provide HR and Division Head with recommendations for promotions and positive reinforcement and acknowledgement.
- Keep Division Head informed of growth and needs within region.
- Monthly meeting with Division Head and other regional managers to discuss activity, needs, issues and opportunities. (1 hour)

The Regional Manager for Northern Minnesota will report directly to the Minnesota Division Head.

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.

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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.