Community and Economic Development Associates Position Description:

Community and Business Development Specialist

Community and Economic Development Associates (CEDA) seeks an individual to fill a Community and Business Development Specialist position.

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 that strives to support rural communities and economic development organizations with their community and economic development aspirations. CEDA supports rural communities and organizations by providing flexible staff capacity to deliver projects and programs to those we serve. Our team of over fifty community and economic development professionals provide staffing services to nearly ninety communities and economic development organizations in Wisconsin, Minnesota and Iowa. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

In this role, CEDA is partnering with Missouri River Energy Services (MRES) to provide targeted economic and community development support to MRES member communities. MRES is a joint-action agency providing electric energy, transmission, and energy-related services to 61 municipal electric utilities across Iowa, Minnesota, North Dakota, and South Dakota. Working closely alongside MRES staff, this position serves as a collaborative resource dedicated to addressing the evolving economic and community development needs of MRES and MRES member communities.

Job Title--- Community and Business Development Specialist

Number of Openings--- 1

Full-Time/Part-Time--- 1 Full-Time

Location--- Hybrid within CEDA/MRES Service Territory

Salary Range— $50,000 - $75,000 DOQ

Hours--- 40 hours per week. Occasional early morning and/or evening meetings may be required, with some overnight travel required.

Benefits— Vacation, Health Insurance, Life Insurance, SIMPLE IRA, HSA, Long-term Disability, AD & D, Sick Leave, 8 Paid Holidays

Position Description---This position will work alongside Missouri River Energy Services (MRES) staff to address the diverse economic and community development needs of MRES and MRES member communities, along with executing contractual duties under CEDA's Community Support Program. Responsibilities could include (but are not limited to):

- Researching, compiling and drafting information for grant proposals.
- Providing necessary reporting for various grant awarding agencies.
- Developing relationships with relevant regional, tribal, state and federal organizations.
- Promoting and utilizing economic development tools/programs to incentivize job creation and tax base growth.
- Tracking and measuring the performance of community marketing objectives.
- Attending workshops and training opportunities relevant to the position.
- Publicly present at open meetings.
- Improve residential housing development options and availability.
- Research and communicate grant opportunities by state to all member communities.
- Complete other duties as assigned.

The Community and Business Development Specialist will report to CEDA's management and leadership team consisting of the company's Regional Manager, Vice-President, President/CEO.

Qualifications—CEDA is looking for a 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 candidates should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in community/economic development, public administration, business administration, marketing, management, or another relevant field.

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

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.