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.

CEDA is currently seeking a Community and Business Development Specialist to provide community and business development staffing capacity within Olmsted County in Minnesota.

Job Title--- Community and Business Development Specialist

Number of Openings--- 1

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

Location--- Olmsted County (Minnesota)

Salary Range— $50,000 - $75,000 DOQ

Hours--- 40 hours per week. Occasional early morning and/or evening meetings may be 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 be responsible for the execution of work necessary to serve CEDA's Community Support Program contracts within Olmsted County in Minnesota, along with other contractual duties as assigned. Responsibilities could include (but are not limited to):

- Working with boards and community members to create and implement a quality business retention and expansion program.
- Researching, compiling and drafting information for grant proposals.
- Providing necessary reporting for various grant awarding agencies.
- Developing relationships with relevant regional, state and federal organizations.
- Promoting and utilizing economic development tools/programs to incent 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 training opportunities relevant to the position.
- Publicly present at open meetings.
- Communicate with the local press to share accomplishments.
- Provide business development assistance for startup businesses, as well as businesses looking to expand or relocate.
- Cultivate relationships with existing businesses to promote the sustentation and retention of businesses in the communities served.
- Improve residential housing development options and availability.
- 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, and 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.