



## Community and Economic Development Associates

### Position Description:

### Community and Business Development Specialist

*Do you want to help rural communities not only survive but thrive? Do you want to be a part of a talented and innovative team that supports but doesn't micro-manage you? Do you want to help show the world that small towns and small businesses can do huge things? If so, CEDA has a career for you!*

*Interested, qualified individuals may submit resume and cover letter to [info@cedausa.com](mailto:info@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 Illinois 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](http://www.cedausa.com).

**Job Title—** Community and Business Development Specialist

**Number of Openings--** 1

**Full-Time/Part-Time—**Full-Time

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

**Location—** Hanover, Illinois (regional travel will be required)

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

**Position Description—** This position 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 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 trainings relevant to the 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 sustantation and retention of those businesses in the communities served.
- Improving residential housing development options and availability.
- Completing other duties as assigned.

The Community and Business Development Specialist will report to CEDA's management team consisting of the company's Vice Presidents, Senior Vice President and President/CEO as well as the NW Illinois Economic Development Board.

**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 candidate 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

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) mail: 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](mailto:program.intake@usda.gov).

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