

Mid-Minnesota Development Commission Economic Developer – Level II

Job Title: Economic Developer – Level II

Work Hours: Full-Time (Typical)

Reports to: MMDC Executive Director

Summary

Mid-Minnesota Development Commission (MMDC) is a public agency that works with local governments and regional partners to provide planning tools and technical assistance to enhance our region. MMDC is governed by a board comprised of elected officials and other representatives, who represent specific sectors or populations and serve in the public interest, from within our four-county service area (Kandiyohi, McLeod, Meeker, and Renville Counties).

Job Description

The Economic Developer – Level II performs *non-supervisory* work to implement programs of economic development assistance and to bolster economic development throughout the MMDC Region. The Economic Developer II maintains a flexible schedule, regularly working beyond normal work hours to attend evening meetings or complete projects.

Essential Functions (illustrative only, other activities may be incorporated)

- Working with private businesses, local governments, and partnering organizations on projects that are approved by the MMDC's Executive Director.
- Designing and implementing a Comprehensive Economic Development Strategy (CEDS), which is subject to Federal Economic Development Administration (EDA) approval, with assistance and guidance from the Executive Director and MMDC's CEDS Committee. Implementation work may include, but is not limited to, developing local supply chains, improving the skills of the region's business community (e.g., helping them with resilience planning, the addition of ecommerce to their business models, or the development of more effective marketing strategies), connecting businesses with funding opportunities, and examining the financial impact of economic shocks (e.g., the Coronavirus Pandemic) on counties, cities, school districts, and other entities for incorporation into the CEDS. This activity also includes carrying out required program reporting to state and federal agencies.
- Representing the MMDC Region and organization, on local, regional, state, and national levels, for economic development and related matters. This will include interfacing with the U.S. EDA and the Minnesota Department of Employment and Economic Development. It will also include coordinating with other regional and sub-regional groups, including but not limited to Ridgewater College, Central Minnesota Jobs and Training Services, local EDA/EDC organizations, the Small Business Development Center, and regional businesses to reduce underlying barriers to economic and workforce success (e.g., housing, childcare, and broadband shortages).
- Identifying economic development grant-eligible projects and pursuing state, federal, and private funds to improve infrastructure and resource availability, stimulate job creation, and enhance quality of life within the MMDC region.
- Working with other MMDC staff, including other members of the Economic Development Team and the MMDC's Finance Director, to manage the MMDC's revolving loan funds. This work includes marketing, developing loan applications, providing business planning and finance assistance, staffing the RLF Committees, managing RLF loan portfolios, and reporting.
- Collaborating with the MMDC's Executive Director and communications specialist to provide periodic updates of regional economic development activities to local media outlets and via social media.
- Collaborating with and supporting local units of government and other business, workforce, education, and economic development-focused agencies and organizations with economic development-related work (e.g., Business Retention and Expansion efforts).

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- Promoting the MMDC region and its assets (e.g., natural resources, schools, quality of life, business opportunities) to potential job creators, workers, and families.
- Performing additional and reasonably related job duties, as assigned. MMDC reserves the right to revise or change duties as the need arises.

Qualifications

A well-qualified applicant will have related experience in a professional setting (preferably including some experience from within a Regional Development Organization or similar), be self-motivated and highly-ethical, be well-organized, and have excellent oral and written communication skills. They will also be energetic, results-oriented, customer service-focused relationship-builders. A high degree of lending familiarity is required. Grant writing and/or consultation experience, and a high level of comfort with technology (e.g., Microsoft Office programs, internet navigation) is strongly-preferred.

A degree in community/economic development, public administration, business, finance, or related field, plus 5 years of relevant professional experience is required. However, a related master's degree may be substituted for two years of experience. Must have the ability to travel within the region on a regular basis and outside of the region occasionally. Must be able to read, write, and speak English fluently and be able to safeguard confidential information.