

# Mid-Minnesota Development Commission

## REGIONAL DEVELOPMENT & GRANT SPECIALIST

**JOB TITLE:** Regional Development & Grant Specialist

**Work Hours:** Full-Time (Typically)

**DEPARTMENT HEAD:** Executive Director

### ORGANIZATIONAL OVERVIEW

Mid-Minnesota Development Commission is a public entity. We serve the four Minnesota counties of Kandiyohi, McLeod, Meeker and Renville, directly west of the Twin Cities Metropolitan area. MMDC administers state and federal programs, coordinates multi-jurisdictional activities, and provides technical assistance to local governments, businesses, and organizations. In doing so, we work to maintain and enhance quality of life and support economic development. MMDC is governed by a board comprised of local elected officials and private individuals who serve in the public interest.

### JOB DESCRIPTION

Under the direction of MMDC's Executive Director, the Regional Development & Grant Specialist performs *non-supervisory* work to deliver complex assistance to local units of government, businesses and others for specialty projects, as assigned. To a significant degree, this assistance will include the provision of grant-related outreach, grant writing, and, at times, grant administration. This may occur in just one or within multiple areas of community focus (e.g., infrastructure, climate/energy, health/wellness) depending on available opportunities. Other work activities may include the provision of a variety of planning, outreach, and education services, as well as the provision of other assistance that supports enhanced quality of life and/or economic development.

To ensure an effective balance of life and work, MMDC's Regional Development & Grant Specialist will be provided significant schedule flexibility and ample opportunity for remote work. However, in-person meetings should be expected within the MMDC region. At times, these meetings will occur during evening hours. To ensure effective working relationships and connectivity, some in-office time should be expected. Occasional travel beyond MMDC's region should also be anticipated, typically within the state of Minnesota, though conference/training opportunities may necessitate other travel within the United States on very rare occasion.

### ORGANIZATIONAL RELATIONSHIPS

Reports to: MMDC Executive Director

Communicates with:

- *Internally* – Other MMDC professionals
- *Externally* – Local officials (elected and appointed); local department staff and contractors (e.g., engineering firms, attorneys); department staff from state and federal agencies, state and federal legislators/congressional representatives and/or their staff, partner/collaborating agencies, and area residents and business owners.

Supervises: None

### ESSENTIAL FUNCTIONS (Illustrative only, other duties may be assigned)

Provides comprehensive grant assistance.

- Conducts research of available grant opportunities and assesses each for appropriateness;
- Provides opportunity-related outreach and education to potentially eligible grant applicants;
- Collaborates with eligible applicants to develop and submit grant applications – at times leading this process, to ensure timely, high-quality submissions;
- Provides grant administration assistance, as appropriate, by ensuring deliverables are met and required reports are composed and submitted, as required.

Provides planning assistance to local government units and other organizations

- Consults with local entities and assists with the generation of planning contracts (e.g., comprehensive, strategic, transportation, energy & environmental, etc.) on MMDC's behalf;
- Organizes planning processes, including meaningful public engagement, with MMDC's planning clients and facilitates planning meetings;
- Incorporates gathered information and public input to prepare plan drafts and revisions;
- Works with MMDC Communications Specialist to ensure visual appeal;
- Arranges and attends public hearings/meetings to present final draft for client adoption.

Leads or supports the development or implementation of special projects

- Seeks agreements for specialty projects, on MMDC's behalf;
- Participates in project/program development, research, and implementation activities for various areas of MMDC focus;
- Ensures all program-related obligations are satisfied and that all necessary reports are composed and submitted in a timely manner;
- Supports and assists other project-involved MMDC or partner agency team members.

Completes special reports/studies

- Conducts research and prepares information to inform decision-making on a variety of topics (e.g., housing, transportation, childcare, infrastructure);
- Conducts specialized research by studying state statutes and regulations; reviews various ordinances and planning literature; and compiles/analyzes census and other survey data.

Participates in MMDC client relations.

- Assists with the preparation and administration of department and/or position related service contracts;
- Manages routine and smaller projects;
- Represents MMDC at various meetings on position-related topics, facilitating when appropriate;
- Prepares and provides public presentations on position related projects.

Other Duties and Responsibilities

- Attends MMDC staff, commission, and relevant committee meetings;
- Receives/responds to telephone calls in a timely manner;
- Prepares information on projects and issues for annual reports, newsletters, and staff reports;
- Attends position relevant training, as appropriate and as budgets allow;
- Performs other duties as assigned or apparent.

## **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Must be proficient in Microsoft Office 365 and generally comfortable using personal computers (e.g., basic word processing, spreadsheets, internet, and email);
- Must have strong organizational and critical thinking/analytical skills;
- Must have strong communication skills (written, oral, and nonverbal), including good active listening skills as well as public speaking and presentation skills;
- Must have outstanding people skills, including the ability to provide outreach and to maintain professional working relationships with collaborators from MMDC and other organizations (e.g., community and business leaders);
- Must be a self-starter who is able to work independently, manage own schedule, and balance multiple projects to meet deadlines with extreme proficiency.
- Must be able to navigate regional, state and federal grant and/or loan processes;
- Must be skilled in research and able to include citations and incorporate basic statistics (e.g., median, mean, etc.), as appropriate, when preparing reports/studies;
- Must be adept in the creation of attractive, user-friendly documents, tables, graphs and figures;
- Must have problem solving skills and be willing and able to overcome obstacles to find solutions;

*Machines, tools, and equipment used:*

- Computer and peripheral equipment;
- Mobile phone (stipend provided for use of personal phone);
- MMDC Business machine (office copier/scanner).

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in planning, communications, leadership, research, urban design, sustainability, energy, conservation, public affairs, public administration, nonprofit management, business, education, social work, community organizing, or related field, OR significant demonstrated experience in grant writing, grant management, community outreach, project management, and/or community planning/development.
- Valid Minnesota driver's license or ability to obtain within employer-specified timeframe.

### **PREFERRED QUALIFICATIONS**

Master's degree in one of the above programs and significant grant writing and grant management experience.