



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

Position Vacancy Economic Development Director

East Central Regional Development Commission seeks an Economic Development Director. Duties include implementing a regional economic development strategy; administering a regional revolving loan fund; assisting with business recruitment and marketing; providing business planning assistance; and grant writing. Bachelor's degree in business administration, marketing, community development, or related field and 2 years of related work experience required. Salary range: \$38,541 - \$54,515 DOQ plus benefits. Send application, resume and cover letter to ECRDC, 100 Park St. So, Mora, MN 55051 or e-mail at ecrdc@ecrdc.org. Deadline Friday, March 28, 2014. Call (320) 679-4065 or visit web site at www.ecrdc.org for information.



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

POSITION DESCRIPTION: Economic/Community Development Director

REPORTS TO: Executive Director

POSITION PURPOSE: Implement programs of economic development assistance to local units of government and businesses to improve the overall economic vitality of East Central Minnesota.

PRIMARY RESPONSIBILITIES

1. Develop and implement an approved Comprehensive Economic Development Strategies (CEDS) plan which is approved by the Federal Economic Development Administration (EDA). This includes carrying out required program reporting to state and federal agencies.
2. Provide staff support to the CEDS Strategy Committee and Governance Board responsible for development and carrying out economic strategies outlined in the CEDS plan.
3. Provide grants writing assistance to local units of government, businesses and others applying to state and federal programs to expand business, develop industrial parks, redevelopment, and other related purposes. May include assisting with administration of grants received.
4. Manage the Regional Revolving Loan (RLF) fund of the ECRDC, including marketing activities, assisting with development of loan applications, providing business planning and finance assistance, staffing the RLF committee, and management of the loan portfolio.
5. Represent ECRDC as liaison with the Department of Employment and Economic Development.
6. Represent the ECRDC on the local, regional, state, and national levels concerning economic development matters.

7. Participate and/or coordinate with other regional and sub-regional groups involved in economic development. These activities currently include the East Central Workforce Partnership, the GPS 45:93, County and City Economic Development Authorities, local economic development corporations, etc.
8. Coordinate quarterly regional meetings of city administrators and city/county economic development professionals.
9. Provide period updates of regional economic development activities on ECRDC website and social media venues.
10. Participates and coordinates in activities and provides leadership as applicable to state and federal agencies, other
11. Coordinate and/or perform occasional community development planning work for local units of government where time and resources allow.

DESIRABLE AREAS OF EXPERIENCE AND/OR QUALIFICATIONS:

1. Local Improvement Funding
 - Public improvement financing
 - Tax increment financing
 - Small Cities Development Program
 - Browns Field Grants
 - EDA – grants/loan programs
2. Business Loan Administration
 - Business finance
 - Business credit/financial analysis
 - Loan packaging
3. Prospect Marketing
 - Community Marketing
 - Business Development and/or Expansion

GENERAL KNOWLEDGE/SKILL REQUIREMENTS

1. Familiarity/knowledge of economic development tools/strategies, community development, methodologies, and group process.

2. Ability to work effectively with community groups and business leaders (outstanding people skills a must).
3. Excellent written and oral communication skills.
4. Must be knowledgeable in the use of personal computers to include basic word processing, spreadsheets, internet, email.
5. Must be a “self-starter” who takes initiative and manages his/her time well to accomplish meaningful tasks.

OTHER REQUIREMENTS

Must possess a valid Minnesota driver’s license and be available to work in Mora, MN. Position occasionally may require working outside the normal business day (i.e. evening meetings, some travel).

About the ECRDC

The ECRDC was formed by local units of government in the counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine in 1973. Authority to establish regional development commissions came about as a result of the Minnesota Regional Development Act of 1969, as amended. The ECRDC has a twenty three-member board, seventeen of which are local elected officials and five members representing public interests. Current programs operated by the ECRDC are transportation planning funded by the MN Department of Transportation, the East Central Senior Resource Center, the Data and Information Center, community development, and the economic development program.

East Central Regional Development Commission (ECRDC)

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