

**Mid-Minnesota Development Commission**  
**Economic Developer - Disaster Recovery Focus**

**Job Title:** Economic Developer – Disaster Recovery Focus

**FLSA Status:** Exempt

**Department Head:** Economic Development Director

**Work Hours:** Full-Time

**Salary Range:** \$51,429 - \$67,068

**Summary**

The 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. The MMDC is governed by a board comprised of elected officials and special interest representatives from within our four-county service area (Kandiyohi, McLeod, Meeker, and Renville Counties).

**Job Description**

The Economic Developer performs *non-supervisory* work to bolster our region and expedite its recovery from economic injury caused by the COVID-19/Coronavirus Pandemic. Works with private businesses, local governments, and partnering agencies/organizations on projects that are approved by the MMDC’s Economic Development Director and Executive Director. Builds local and regional capacity to respond to economic shocks caused by the Coronavirus or other natural or human-centered emergencies. This work may include Developing local supply chains, supporting the addition of ecommerce to local business models, pursuing grants to stimulate recovery and reduce underlying economic and workforce barriers, and creating opportunities for individual- and family-sustaining employment. Maintains a flexible schedule, regularly working beyond normal work hours to attend evening meetings or complete projects.

This position is initially funded by a two-year CARES Act Supplemental EDA Award. Longevity of the position after the conclusion of the two-year period will be contingent upon the MMDC’s budget and the ability of the Economic Developer’s ability to successfully add revenue streams (i.e. grant-funded projects).

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

- Examines the financial impact of the Coronavirus Pandemic on counties, cities, school districts, and other entities and incorporates this information into the development of the next rendition of the MMDC’s Comprehensive Economic Development Strategy (CEDs)

## **Essential Functions (cont.)**

- Helps businesses and public stakeholders develop and implement economic resiliency plans
- Provides focused technical assistance to help businesses add “ecommerce” (i.e. online marketing/ordering/purchasing) to their operations
- Provides technical assistance to develop and strengthen local supply chains
- Identifies economic development grant-eligible projects and pursues state, federal, and private funding to improve infrastructure and resource availability and stimulate job creation
- Assists with reporting as necessary for the MMDC’s economic development-related programs and grants
- Collaborates with regional partners to reduce underlying barriers to economic/workforce recovery (e.g. workforce housing, childcare, and broadband shortages)
- Informs businesses of various stimulus/economic aide opportunities to help them recover from pandemic-induced economic injuries and then helps the businesses connect with those opportunities
- Connects employers with local workforce development/employment and training agencies to help them find the talent they need to maintain and/or expand operations
- Works to promote the region and its assets (e.g. natural resources, schools, quality of life, business opportunities) to potential job creators and in-demand workers
- Performs additional reasonably-related job duties as assigned. The MMDC reserves the right to revise or change duties as the need arises.

## **Qualifications**

A well-qualified applicant will have experience in a professional setting, be self-motivated and highly-ethical, well-organized, and have excellent oral and written communication skills. They will also be energetic, results-oriented, customer service-focused relationship-builders. Grant writing and/or consultation experience, and a high degree 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 three years of relevant experience is required. However, a related master’s degree may be substituted for two years of experience. Must have the ability to operate a motor vehicle and possess and maintain a Minnesota driver’s license. Must be able to read, write, and speak English fluently. Must be able to safeguard confidential information.

## **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. However, reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

MMDC's Economic Developer(s) will enjoy a blend of office-based and community-based work. Frequent sitting or standing may occur for extended periods of time. Regularly uses a vehicle to travel within and occasionally outside of service area for meetings, training, and other events. Will use near, distance, and color vision, sense of touch/fine motor skills, and hearing to perform computer and other job tasks. Will use fine and large motor movements at times. Economic Developers must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and lift and/or move up to 50 pounds on rare occasion.

While some office-based work will be necessary, this position is highly-community focused. Economic Developers will spend a great deal of time working with businesses, local governments, and regional partners in a community setting. Some home-based work will also be supported, when practical and contingent upon productivity. Selected candidate must be able to perform reliably in both independent and team settings.

## **Benefits Package**

Employee benefits include health insurance, health savings account with employer contributions, pre-tax flexible spending account, life insurance, PERA retirement benefit, paid holidays and vacation time, sick leave, and additional voluntary benefits available. MMDC employees also enjoy flexible scheduling, contingent upon productivity, and a family-friendly environment.

## **Other**

The MMDC is an "at-will" employer. This means that either the MMDC or the employee has the right to terminate the employment relationship at any time.

This job description does not constitute a written or implied contract for employment.

The MMDC is an equal opportunity and veteran-friendly employer.

## **Apply**

Application and detailed job description available at <http://www.mmrdc.org>. Send resume, cover letter, three professional references and application form to Mid-Minnesota Development Commission, Attn: Eric Day, 333 Sixth Street SW, Suite 2, Willmar, MN 56201 or email to [eric.day@mmrdc.org](mailto:eric.day@mmrdc.org). EOE.