



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

POSITION DESCRIPTION: Regional Economic Resilience Coordinator.

REPORTS TO: Executive Director & Economic Development Director.

POSITION PURPOSE: Implement the regional pandemic disaster recovery plan to assist businesses and local units of government to improve the promote economic resiliency and diversification of the economy of East Central Minnesota.

PRIMARY RESPONSIBILITIES

1. Undertake the regional pandemic disaster recovery plan initiatives as part of the region's Federal EDA CARES Act grant. These efforts may include, but are not limited to coordination of pandemic recovery efforts by the ECRDC and other regional partners to support our region's business community, undertake Business Retention & Expansion (BR&E) efforts in an effort to connect businesses to assistance resources, undertake marketing initiatives to make the availability of assistance resources known, and other economic development initiatives to assist the region's economic wellbeing.
2. Staff the COVID-19 Regional Revolving Loan fund and other business revolving loan funds 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.
3. Assist with development and implementation of the regional 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.
4. Help identify economic development grant-eligible projects with regional, state and federal resources and help provide grants writing assistance and administration.
5. Represent the ECRDC on the local, regional, state, and national levels concerning economic development matters.
6. Participate and/or coordinate with other regional and sub-regional groups involved in economic development including quarterly regional meetings of county / city clerks / administrators, community / economic developers and partners.
7. Perform occasional economic development planning work for local units of government where time and resources allow.

DESIRABLE AREAS OF EXPERIENCE AND/OR QUALIFICATIONS:

1. General Economic Development

Grant writing and administration from the EDA and others
The marketing of business services and resources
Understanding of business attraction and retention
Workforce and housing development

2. Business Loan Administration

Business finance
Business credit/financial analysis
Loan packaging

3. Business Retention & Expansion (BR&E)

Coordination and undertaking of BR&E efforts with cities, counties & chambers
Marketing and dissemination of information on business assistance programs

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 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).

East Central Regional Development Commission (ECRDC)

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