



MIDWEST ASSISTANCE PROGRAM, INC.

JOB DESCRIPTION **ECONOMIC DEVELOPMENT COORDINATOR**

Organization The Midwest Assistance Program, Inc. (MAP) is a non-profit organization serving the nine Midwestern states of Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming. MAP is a partner of the Rural Community Assistance Partnership, Inc. (RCAP). MAP is dedicated to helping rural communities and tribal nations improve their environment, quality of life, and achieve self-sustainability.

Position Summary: This is a new full-time position, expected to be one year in duration, with the potential to be grown into an ongoing position. The Economic Development Coordinator (EDC) will identify, assist, train and facilitate economic development opportunities and business development in Midwest Assistance Program's nine state region. The EDC will work with very small rural communities to identify potential opportunities for economic growth and assist communities in the development of that growth through training, technical assistance and facilitation of relationships with other organizations who can provide funding, expertise and additional training. The EDC will specifically focus on economic development planning in partnership with the RCAP REDI grant program during the first year, and develop relationships with other economic development focused organizations in the region.

The EDC will work with other organizations and programs such as Rural Community Assistance Partnership, Wealthworks, RCAC Building Rural Economies, EDA, as well as local, regional and county development organizations to ensure success in this program.

The EDC will work closely with the MAP field staff to ensure community development projects have all possible infrastructure (water/wastewater) needs met. The EDC will also seek out additional funding opportunities for MAP to grow the economic development program.

Principal Accountabilities: Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Examples of responsibilities and duties include but are not limited to the following:

- *Conduct assessments* – complete an assessment to determine the real needs of the community. Work with communities to develop a scope of work to include task, time

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and resources; determine client eligibility for services; coordinate with other MAP staff working in the project area and other technical assistance providers to perform work; follow-up to ensure scope of work is completed.

- *Provide technical assistance* - deliver direct on-site and remote technical assistance and service to clients. Technical assistance may include any or all areas of technical, managerial, and financial guidance, training and assistance to include project planning and management.
- *Training* - plan, prepare, deliver and report technical, managerial, or financial training at various conferences, institutes, workshops, and clinics or for individual communities.
- *Outreach* - coordinate and participate in rural development networks and associations; form and maintain links between agencies and/or other networks; perform facilitation and mediation for and between clients and funders; maintain current information on economic development programs; policies and regulations.
- *Program and fund development* - participate in development of funding strategies, initiate contacts and identify opportunities; determine scope of work with funders in accordance with leadership direction and guidance.
- *Research, analysis and publication* - remain current on applicable government regulations and policies; comment on the impact of proposed regulations and policies; analyze rural development issues and needs; develop policy and technical papers, articles and manuals for MAP and other publications.
- *Administrative* - assemble and lead MAP/RCAP project teams; prepare written reports and documentation of activities; maintain contact with funders; respond to inquiries as needed; complete database reporting of work in a timely and accurate manner.
- *Contract management* - develop and maintain project work plans.
- *Other activities as assigned.*

Job Qualifications:

1. Bachelor's Degree (qualifying experience may be substituted for required education on a year-for-year basis). Preferred areas of study: community and economic development, public administration, or other relevant field
2. Excellent written and verbal skills.
3. Excellent organizational and time management skills.
4. Advanced personal computer skills and proficiency in MS Office software.
5. Must be able to communicate effectively in writing reports and articles.

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6. Must be able to work independently with limited supervision.

Job Specifications:

Knowledge of:

General/standard Economic Development practices
Economic Development Administration grant programs
Economic development planning and implementation
Business development and finance
Program development techniques
Project management
Nonprofit, tribal, and local agency and rural community dynamics
General record keeping practices
Basic financial fundamentals for communities.
MAP organization and scope of MAP/RCAP program
Various types of clients within the MAP network

Ability to:

Communicate, facilitate, mediate and manage meetings
Effectively listen and communicate orally
Write and present materials both with and without a computer
Perform research and analysis
Develop, deliver and report training
Multi-tasking: Organize and handle multiple priorities simultaneously
Travel ten to fifteen days per month, including multiple overnight stays
Self-disciplined to work independently effectively
Respond to client needs in a variety of situations
Manage time effectively and efficiently
Be self-motivated
Network effectively
Meet all internal and external deadlines

Special Requirements:

Must possess a valid driver's license.
Must have dependable transportation available at all times. Travel is a major part of this position.
Must have auto insurance and provide proof of that insurance.
Must have access to reliable high-speed internet from home office.
Must have reliable phone service from home office. (land line or cell)
Some outdoor activity may be required at times.
Must be able to do minimal lifting (files, office supplies, etc.).

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Physical Requirements:

1. A person in this position must be able to hear, read and speak English clearly.
2. Must be able drive and travel by auto and/or air for various meetings (travel time could be 8 hours or more in a day).
3. Out-of-office travel of several days per month may be necessary, including overnight travel.
4. Minimal lifting (files, office supplies, etc. not to exceed 55 pounds).

Other: Fringe benefits may include health, life, dental, vision, disability, paid time off, federally recognized holidays and retirement program. Travel and per diem are reimbursed at established agency rates.

EQUAL EMPLOYMENT OPPORTUNITY