



## Community Development Specialist

Are you interested in work that makes a difference in rural Minnesota? Anxious to apply what you know in new ways? Interested in doing something you are passionate about and seeing that work through to completion? If so, we want YOU to join our small, creative, professional team!

The [Upper Minnesota Valley Regional Development Commission](#) (UMVRDC) is looking for an energetic community development specialist who would develop and manage diverse programs and projects with cities, counties and other organizations in the five-county UMVRDC region of Big Stone, Swift, Lac qui Parle, Chippewa and Yellow Medicine Counties.

Candidates that are passionate about their work, who are curious to find options and solutions for locally identified issues, and who relish in the idea of working on a diverse portfolio of work are ideal for this position. Employees who demonstrate strong initiative and character will have opportunities for growth!

Join an office culture that has great flexibility to achieve your ideal work/life balance. Join the office wellness committee to plan monthly office health challenges. Want to work from home? Use our office technology to stay connected. Desire to share what you learn or are working on? Help plan the next lunch and learn for employees. Join the fun committee to propose the next employee team building event. Be a part of a team who is pioneering rural practices and tactics inside our office and in the communities we work with.

Want to learn more about our agency? Check out our [agency hiring video](#) and the [UMVRDC](#) website or review our most recent [annual report](#). Want to know more about our area of the state? Check out our [Western Minnesota Prairie Waters](#) websites. You can also check out our social media channels by searching for [UMVRDC](#), [Prairie Waters](#), or [Get Rural MN](#) on Facebook.

Preferred education includes a degree in planning, urban studies, recreation planning, public administration, project management, geography, environmental studies, economics, political science or a related field.

Two to five years of related experience preferred.

Occasional night meetings and regular travel is required.

Valid Class D Driver's License required.

Fluency in English language sufficient to communicate effectively with internal/external stakeholders and public both verbally and in writing.

Knowledge and applications in the use of Microsoft Office (Outlook, Word, Excel and PowerPoint).

Knowledge in the use of GIS technology for planning, research and analysis preferred.

This position requires the individual work 40+ hours per week with 75% of the time spent in the office and 25% at client or public meetings.

All finalists considered will be subject to a criminal background check.

Salary \$ 44-64,000 depending on experience. **\$1,000 signing incentive! PLUS cash retention incentives.**

**GREAT BENEFIT PACKAGE!** Benefits include employer paid health insurance and family coverage cost sharing, dental, significant health savings account employer contributions, pre-tax flexible spending account, tax deferred retirement savings programs, life insurance, PERA, paid holidays, generous paid vacation, sick, parental leave and more.

**Examples of work responsibilities:**

1. Establish and implement annual goals, strategies for the agency and community development program.
2. Research, write, and implement grants.
3. Create project proposals and contracts.
4. Regularly report program progress to individual local units of government, regional development commission board, and other local committees as determined.
5. Work with city, county, tribal, school district, township, state and federal agency staff in developing and implementing projects.
6. Work on projects in both an individual and team environment.
7. Coordinate and facilitate public meetings or leading public engagement processes.
8. Utilize GIS technology for planning, research and analysis.
9. Demonstrate strong oral and written communications skills, including those related to collaboration, influencing, relationship building and strategic integrative thinking
10. Promote the utilization of services at the UMRDC through various means of community outreach (web, email, mail, personal visits, newsletters, press releases).
11. Utilize strong computer based skills (MS Office, Adobe Creative Suite, Access, social media) to write and develop technical professional plans, reports, and documents.
12. Researching, compiling and analyzing data.
13. Develop and implement community surveys.
14. Primary responsibilities will be in transportation planning and working with MnDOT, cities, and counties with road, bridge, rail, trail planning and funding. Other work areas will be assigned and may include project development and management in the following topic areas:
  - a. Strategic planning
  - b. Comprehensive Plans
  - c. Zoning
  - d. Hazard mitigation
  - e. Safe Routes to School Plans
  - f. Economic development
  - g. Capital Improvement Plans
  - h. Broadband
  - i. Housing
  - j. Recreation development

The following additional resources are available for this position on our website at [www.umvrdc.org](http://www.umvrdc.org) :

- Agency Profile
- Detailed job description
- Online job application

**The UMRDC utilizes a three-part candidate screening process:**

1. Candidates submit application and cover letter showcasing how their education and experience fits the available position. This information should be sent to:

**UMRDC Executive Director**  
**323 West Schlieman Ave., Appleton MN 56208**  
**320-289-1981     [dawn.hegland@umvrdc.org](mailto:dawn.hegland@umvrdc.org)**

2. Select candidates will be asked to provide responses to a list of areas of expertise related to this position.
3. Select candidates are interviewed.

This position will remain open until filled. The UMRDC is an equal opportunity employer.