Community Development Specialist
Qualifications & Areas of Responsibility

Areas of Responsibility
Primary responsibilities will be in community and economic development planning and will include working in the following areas:

Working with the U.S. Department of Commerce Economic Development Administration (EDA) Planning Grant including:
- Develop, implement, and update the Comprehensive Economic Development Strategy (CEDS);
- Coordinate and encourage local units of government to use federal, state and local programs to implement CEDS identified activities;
- Provide technical assistance and economic development for communities;

Working on projects that includes the following topics:
- Redevelopment of vacant and underutilized property
- Business Retention & Expansion
- Community engagement
- Broadband
- Childcare
- Housing
- Grant writing
- Comprehensive plans
- Capital improvement plans
- Hazard mitigation plans
- Economic resiliency
- GIS mapping

These positions will also be responsible for developing professional relationships with local elected officials, staff from cities and counties and other partners from local, regional, state and federal organizations and agencies.

These positions are also required to develop and secure contracts that support their salary and the work of the agency. These contracts involve developing a variety of local plans and projects including comprehensive plans, capital improvement plans, strategic plans, writing grants and initiating collaborative projects that address regional needs and issues.
Minimum Qualifications

- Related 4-year degree in community development, urban and regional planning, urban studies/design, or a related field. Experience in the previous fields preferred OR a minimum of 11 years of relevant experience working in the community development/planning field.
- Must be able to travel regularly and work within the UMVRDC region
- Experience with community development planning principals and processes
- Experience with leading community engagement processes
- Experience working with comprehensive plans
- Experience working with city, county, state, federal governments
- Strong oral and written communication experience
- Project management experience
- Experience providing customer service
- 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.
- Strong competency with technology and web-based software

Desired Qualifications

Experience in GIS
Grant writing experience