

BRAINERD LAKES AREA DEVELOPMENT CORPORATION

Job Description

Position – Economic Development Specialist

Provide support to the Executive Director and Board of Directors of the Brainerd Lakes Area Development Corporation in dealing with economic development projects and activities including marketing and public relation activities. A range of skills, knowledge, and abilities including business, financial, real estate, marketing, and public relations are required.

Principal Duties and Responsibilities

1. Economic Development Activities in Communities throughout BLADC's Service Area as Assigned by the Executive Director
 - Network with Local Community Representatives to Stay Informed of Opportunities, Issues, and Concerns
 - Implement Business Retention and Expansion Programs (Contact and Visit with Local Companies)
 - Develop and Implement Marketing Programs (Web Site, New Perspective, Targeted Marketing Efforts, Newsletters, Newspaper Stories, etc.)
 - Coordinate Special Projects
 - Coordinate and Prepare Financing Packages for Companies that want to Start, Expand or Locate in the Area
 - Prepare Grant Applications Related to Economic Development Activities
 - Prepare Proposals for Companies Exploring the Development Opportunities in the area
 - Participate in Addressing Issues that Impact Economic Development Opportunities (Industrial Park Projects, Housing Projects, Workforce Availability Issues, Planning and Zoning, etc.)

2. Provide Support to the Executive Director in Funding & Membership Responsibilities/Public Relations Efforts
 - Support the Executive Director as Requested and Necessary in Funding and Membership Efforts
 - Establish and Maintain Relationships with Local Units of Government and Economic Development Groups in Communities throughout BLADC's Service Area
 - Provide Assistance in Coordinating Annual Events and Meetings
 - Represent BLADC at Selected State and Regional Meetings when Requested by the Executive Director
 - Provide Assistance with Coordinating BLADC Board Meetings, Project Status Reports, etc.

3. Other
 - Other Responsibilities as Assigned by the Executive Director

Relationship to Management

Work under the general direction of the Executive Director of the Brainerd Lakes Area Development Corporation. Sound, professional, technical, and administrative judgement is constantly applied in resolving and responding to problems resulting from, or in response to, needs of the Executive Director, Board of Directors, business community, or governmental units.

Knowledge, Skills and Ability Requirements

1. Ability to learn and effectively work with local, state, and federal economic development programs, their procedures, policies, and regulations.
2. Knowledge of legal, banking, building, contracting, real estate, and other technical organizations serving the area.
3. Knowledge of, or interest to learn, credit analysis and finance.
4. Knowledge of media and communication organizations and techniques for reaching them.
5. Skill in meeting and dealing effectively with private business and the general public, representative of economic development agencies and concern, credit sources and other organizations.
6. Candidates should have at least 5 years economic development or business experience.

Survey Questions to be answered in your letter of interest:

1. Describe your professional experience and how you think it relates to economic development.
2. Based upon your background, what strengths would you personally bring to this position?

Submit your resume and letter of interest including the survey answers by email to elissa@bladc.org.