

## Blackduck Development Corporation Economic & Community Coordinator Job Posting

### Title:

Blackduck Development Corporation Economic & Community Coordinator – begin a career connecting people and resources, driving ideas and investments that develop vibrant businesses and strong community. Work in and for a community that maintains a small town feel and with an organization that listens, learns, and embraces others. Be a partner with an organization that strives for teamwork and focuses efforts to work together to strengthen its community, looks for new ideas, and has the courage and conviction to get things done.

### Organization Introduction:

The Blackduck Development Corporation (BDC) was founded in 1960s from hardworking business leaders in Blackduck. The BDC is a not-for-profit organization incorporated to provide programs, offer services, and engage in activities that promote and support the community. The BDC is involved in a variety of projects centering on community and economic development, education and real estate development. The BDC collaborates with regional businesses to sustain the City of Blackduck to offer amenities that all small Minnesota cities strive for.

### Job Description:

The BDC Economic & Community Coordinator (ECC) will work directly with the Blackduck Development Corporation Board of Directors. The ECC will be key to the development of relationships with community and regional members including city employees, business owners, surrounding area resources, and the school district. The ECC will recommend and participate in the development of an annual budget; perform general administrative duties for the BDC including managing its finances and preparing reports. The ECC will report to the BDC on a variety of requested reports, studies, statistical information, and other related information for decision-making purposes. The ECC will perform fundraising activities, research, and attain grant funding for directed projects identified.

The ECC will benefit in this position with business or marketing experience; working with a diverse board of directors; having a financial or accounting background; experience writing and/or obtaining grants; developing and cultivating relationships with community/civic/volunteer leaders; and/or have great customer service skills.

### Top Benefits/Perks:

The ECC will receive:

- ✓ Salary negotiable based on experience
- ✓ 2 weeks PTO (*including sick pay*)
- ✓ \$400 stipend per month for health insurance
- ✓ \$50 stipend per month for cell phone
- ✓ Travel reimbursement
- ✓ Ability to work remotely

Location:

The ECC will work in the City of Blackduck & the surrounding region and have office space available at a corresponding BDC identified location with the flexibility to work remotely. The ECC will benefit from having high-speed internet available and office equipment to utilize to their discretion.

Contact/Application Information:

To be considered for this position, please include a letter of interest and resume by November 20, 2023 @ 5pm to [Christina.Regas@blackduckmn.com](mailto:Christina.Regas@blackduckmn.com) . Full job description with required knowledge, skills, abilities and preferred qualifications are available on [www.blackduckmn.com/employment](http://www.blackduckmn.com/employment) or [blackduckchamber.com](http://blackduckchamber.com) . In-person interviews will be completed in December 2023. Anticipated start timeframe is January 15, 2024 - negotiable to February 15, 2024.