

## Job Description

**Job Title:** Developer

**Reports to:** Executive Director

**Role Purpose:** The Red River Regional Council is seeking to fill a full and/or part time professional to join our team to assist with COVID-19 recovery and resiliency activities relating to businesses and communities in northeastern North Dakota. This is done through supporting business growth and new business development. This staff will be assisting in implementing the 2019-2024 Strategic Plan which can be found at [www.redriverrc.com/about](http://www.redriverrc.com/about).

**Salary Range and Benefits:** \$35,000 to \$55,000 annual salary range for full time position dependent on work history, relatable experience, and outcomes. A full-time position would include benefit package which includes full family medical insurance, employee dental and vision insurance, 10% retirement contribution (after 6 months), 11.5 paid holidays, annual leave, sick leave, compensatory time, \$40 monthly cell phone reimbursement, and a flexible work environment.

**About the RRRC:** The Regional Council is a forward-thinking, goal-oriented, multi-faceted, energetic organization focused on serving northeastern North Dakota with passion and expertise. Strategies include assisting local governments, businesses and organizations with goals aimed at community and economic betterment. Additionally, the Regional Council cultivates and leads strategic development in the areas of tourism/destination development through outdoor recreation, niche businesses, cultural/historic highlights, and strategic planning; workforce and entrepreneurship development; and supports manufacturing and primary sector growth. The Regional Council is led and governed by a 15-member board of directors comprised of leaders from throughout our four-county region. The Regional Council also provides contracted development and management services for several sister organizations in the region that are focused on economic and community development.



**Position Description:** Utilizing creative and innovative approaches, the position seeks to move ideas to actions to results by identifying realistic options to solve problems, create solutions, and implement actions under the direction of the Executive Director. This includes assisting with the development of a COVID-19 Recovery and Resiliency Strategic Plan under the direction of the Executive Director and in partnership with staff. COVID-19 recovery planning and activities will be initiated with a regional business retention and expansion project which will focus on heavily impacted businesses and organizations. One-on-one interviews and online surveys will be conducted to discuss and create a database of recovery and resiliency needs to serve as a basis of the strategic plan. Clientele include city and county governments, private businesses, and individuals or groups with a vested interest in creating vibrant communities.

**Application Details:** Application deadline is Friday, January 15, 2021. Please submit cover letter, resume, list of three references to [dawn@redriverrc.com](mailto:dawn@redriverrc.com). Interviews will promptly follow.

<b>Key responsibilities</b>	<b>Deliverables / Outcomes</b>
<b>Project/Funding Development and Program Management</b>	<ul style="list-style-type: none"> <li>• Provide expertise on both public and private development projects aimed at economic recovery and resiliency.</li> <li>• Conduct economic and demographic research to support development activities and grant writing.</li> <li>• Package funding for project implementation.</li> <li>• Advise clients of appropriate and relevant funding sources and guide through the process of securing funds. Specific tasks may include organizing and coordinating groups, grant writing, grant administration, project and program development/management, and fiscal management.</li> <li>• Provide a positive, realistic outlook on project hurdles and develop potential avenues to “get to yes.”</li> <li>• Provide project updates to clients (city council, county commission meetings, etc.) as appropriate.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Ability to manage small groups and provide organizational skills.</li> <li>• Solutions-driven, results-orientated and passionate about helping others.</li> <li>• Maintain healthy, productive, and positive relationships with clients, fellow staff, management, and Board(s) of Directors.</li> <li>• Have an awareness and intuitive nature toward opportunities as well as issues.</li> <li>• Maintain confidentiality of client records as well as internal business.</li> </ul>
<b>Make Things Happen</b>	<ul style="list-style-type: none"> <li>• Some projects are achievable in a short period of time, some projects have hurdles to overcome, some are planting seeds for the long term. All projects are aimed to “make things happen” in a collaborative manner with our clientele or with our leadership.</li> <li>• Provide development guidance to clients and partners. Provide leadership oversight on projects, large and small-scale.</li> </ul>
<b>Public Relations</b>	<ul style="list-style-type: none"> <li>• Have an awareness of public information opportunities on projects, programs, and initiatives. Take photos and develop social media posts; develop thoughtful press releases; develop collateral materials that have a key message(s), visually appealing and interesting.</li> <li>• Share or seize opportunities to share technical expertise or provide public information on special topics.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop mass distribution materials regarding projects and opportunities.</li> <li>• Be prepared and project a professional image on all public presentations.</li> </ul>
<b>Opportunity Development</b>	<ul style="list-style-type: none"> <li>• Having a watchful eye toward funding opportunities for clients as well as operational goals within the strategic plan.</li> <li>• Collaborate regarding potential opportunities with clients or partners to maximize community development efforts.</li> <li>• Consider new ways to apply the skills of the team to enhance services as well as expand or diversify revenue streams.</li> </ul>
<b>Team Player</b>	<ul style="list-style-type: none"> <li>• The RRRC team is small, fierce and open. Constructive criticism is welcomed. The team of professionals has been built to be intentionally diverse to provide a well-rounded perspective and set of skills to achieve the RRRC's mission. This diversity is one of our strongest assets when recognized, leveraged and respected.</li> <li>• Portray the RRRC in a positive, proactive, and progressive light aimed to "get to yes" through thoughtful project and funding development expertise.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Identify and complete at least one professional development opportunity annually through training classes, certification programs, conferences on either current or potential new areas with the approval of the Executive Director.</li> <li>• Seize opportunities to learn more about specific funding sources, programs, ideas, or other opportunities to best serve our clients.</li> </ul>
<b>Technologically Capable</b>	<ul style="list-style-type: none"> <li>• Manage day to day technologies in an office setting.</li> <li>• Proficient in email, word processing, spreadsheets, and easily adapt to various software and collaboration tools (such as Microsoft Office Suite, Basecamp, Venngage, SpringAhead).</li> </ul>

### Your Day-to-Day

- Ability to multi-task on multiple levels while remaining flexible with daily and long-term accomplishments.
- Respond and activate development activities with regional businesses by providing strategic thinking to business planning and financial projection development assistance or guidance.

- Connect projects and money by successfully developing simple and complex funding packages and work through all application requirements with the applicant.
- Organize and manage groups.
- Strong program/project management skills to ensure funding and contract requirements are met.
- Ability to develop, grow, and maintain critical working relationships with clients, and state and federal agencies.
- Strategize and maintain a high level of critical thinking and collaboration.
- Be part of a professional team focused on playing to and leveraging each other's professional strengths resulting a high-performance team.
- Day to day operational systems are designed to accommodate mobility while preference is having the majority of office hours being in the office in Grafton.
- Regular regional travel and occasional overnight travel required.

### What You Bring to the Team

- A bachelor's or master's degree in a related field such as business, communications, community planning, marketing, public administration, or other applicable education.
- Working knowledge of basic business practices and ability to read and understand financial statements.
- Positive, reliable, confident, loyal and expeditious, follow-through, self-motivated, team player, able to troubleshoot and solve problems as well as identify and seize opportunities.
- Growth mindset with strategic, analytical, thorough thinking and planning.
- Bootstrapper mentality with high professional standards.
- Robust oral and written communication skills; meticulous, logical, and thorough.
- Ability to cultivate and retain strong working relationships with partners.

### Types of Previous Work Experience That May Suit this Unique Position

- Grant Writer
- Banker
- Chamber of Commerce Executive
- Business Consultant
- Accountant
- Marketing Staff
- Nonprofit Employee
- Real Estate Developer
- Elected Official
- Business Educator