



425 Highway 61, Suite B
PO Box 597
Grand Marais, MN 55604

COOK COUNTY/GRAND MARAIS JOINT ECONOMIC DEVELOPMENT AUTHORITY (EDA) SEEKING APPLICANTS FOR EXECUTIVE DIRECTOR POSITION

The Mission of the EDA is to strengthen economic and community vitality by building partnerships and leveraging resources to make Cook County a great place to live, work, and do business.

ANNOUNCEMENT OF OPEN POSITION

The EDA is in search of an accomplished, independent and motivated Executive Director to advance economic development throughout Cook County. The Director will provide strategic vision and leadership, and facilitate and lead economic development projects with the support and oversight of the Board. At present, the Executive Director is the sole EDA staff person: the right person for this role will need to be organized, a self-starter and able to hit the ground running. Additionally, they will offer excellent oral and written communication skills and will have a demonstrated history of success in grant-writing and grant management; experience working in economic development for state or local government is strongly preferred.

Located in the far northeast corner of the state, Cook County is the 12th largest County in Minnesota. Known for its unparalleled natural beauty, Cook County sits on the edge of Lake Superior, the Boundary Waters Canoe Area and Superior National Forest and offers world class recreation opportunities, a renowned arts and culture scene, and a high quality of life to both residents and visitors.

For information on Cook County, please visit www.visitcookcounty.com and www.co.cook.mn.us. For information on the EDA, please visit: www.cookcountymneda.org

This position is open until filled.

POSITION SUMMARY

Provides administrative and operational leadership in directing the Cook County/Grand Marais Joint Economic Development Authority (EDA). Develops and implements plans and programs that support business growth and economic development in Cook County. Has frequent interaction with business owners, developers, elected officials, administrators and City and County department heads. Work is performed under the general direction of the EDA Board of Commissioners; the Executive Director will lead implementation of the EDA mission and strategic plan, and will oversee all organization-operations. The EDA owns and has management responsibility for Superior National at Lutsen Golf Course; the Executive Director will provide communication and documentation support for the EDA and the course's Board of Governors as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the overall operations of the Economic Development Authority (EDA).
- Plans, implements, and evaluates EDA programs, policies, grants and services.
- Collaborates and provides support to grow a variety of economic development programs including, but not limited to, business growth and retention, housing development, and childcare.
- Meet with public officials, developers, businesses, and the public regarding development plans, public infrastructure projects, and economic development funding opportunities.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications for them.
- Manages EDA-owned property at Cedar Grove Business Park in Grand Marais and ensures development agreement and stormwater compliance with existing lot owners.
- Represents the EDA at meetings and in the public and builds relationships with local elected officials and community and funding partners, including the business community, Cook County Chamber, Cook County HRA, IRRR, MN DEED and Visit Cook County, to bolster EDA efforts and impact.
- Prepares, maintains, and submits necessary reports and compliance documentation to the State, elected bodies and EDA Board.
- Prepares EDA meeting materials, financial reports, and annual budget presentations.
- Facilitates communication and documentation between EDA and Superior National at Lutsen Golf Course.
- Performs clerical and administrative duties typical in a government organization.

DESIRED CANDIDATE QUALITIES AND SKILLS

- Demonstrates a willingness to be flexible in a changing work environment while maintaining effectiveness and efficiency.
- Knowledge of the principles and practices of economic development and public administration.
- Understands the importance of ethical behavior and business practices and ensures that their own behavior aligns with the values of the organization.
- Experience establishing and maintaining effective working relationships with government officials, business owners, developers, community groups and the general public.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Experience editing and maintaining business and/or government webpages.
- Ability to improve existing processes and systems and create new opportunities for the organization.
- Sets priorities, develops work schedules, monitors progress toward goals, tracks details, and



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evaluates process and results.

- Invests in learning about and understanding the Cook County economy, community, culture, and politics.
- Ability to operate standard office equipment and related hardware and software and to learn specialized software, systems, databases or equipment related to EDA operations.

EDUCATION AND EXPERIENCE

- Bachelors' degree with coursework in Business Administration, Community/Economic Development, Public Administration, or area of study closely related.
- Four plus years of professional experience working in economic development or related field.
- Or combination of education and experience deemed equivalent by the Board.
- Preference will be given to those with a Master's degree in an appropriate field and/or Certified Economic Developer (CEcD) status.

COMPENSATION AND SCHEDULE

The salary range for this for this full-time position is \$85,000 to \$100,000, depending on experience, and includes a benefits package. This is a non-union, exempt salaried position: typical work hours are 8:00 a.m. through 4:30 p.m. Monday–Friday; some evening and weekend work will be required. The EDA will offer hybrid and flexible scheduling for the right candidate and depending on circumstances.

TO APPLY

For consideration, submit a cover letter, resume, and references to Pat Campanaro via patc@cookcountymneda.org