# Position Announcement:

## Employer: Kandiyohi County Economic Development

Kandiyohi County Economic Development, established in 2003, through a joint power’s agreement between Kandiyohi County and the City of Willmar, authorized under Minnesota Law. Our partnership promotes economic growth and the development of sound industry within the region. KCED operates as a special taxing district, generating funds through levies approved by Kandiyohi County.

## Location:

Kandiyohi County Economic Development located at AppleTree Square, Suite 3, 1601 U.S. Highway 12 E Willmar, MN 56201 email [kced@kandiyohi.com](mailto:kced@kandiyohi.com)

## Position: Business Development Manager

Salary Range: $65,000 to $90,000 (remote limited to 1 day a week after probationary period)

Split-in duties may be an option for (2) part-time or a (1) full-time position depending on the applicants and skills.

Interviews starting on July 21st and 22nd, 2025.

Please submit a cover letter, 3-4 references (contact with your permission), and resume to: kced@kandiyohi.com

Qualifications: To be eligible for the Business Development Manager position, candidates must hold a bachelor’s degree in business administration, Finance, Accounting, Economics, or Urban Planning. Additionally, candidates should have at least 3 years of experience in roles directly supporting small businesses with a preference for experience in finance or banking sectors.

The Business Development Manager will support the retention, expansion, and recruitment of businesses in Kandiyohi County, working collaboratively with the Executive Director and KCED committees to advance economic development initiatives.

Job Summary:

* Supervise program coordinators and oversee program management (e.g., Elevate Community Business Academy and BAS-E programs)
* Manage budget and grant submissions for expenses and reimbursement requests. Tracking relevant information in coordination with the program coordinator.
* Mentor alumni and small businesses and track participant engagement and report on staff report.
* Connect businesses with tools and resources needed to thrive, including, but not limited to, legal assistance, grant programs, capital providers, tax and accounting services. Identify and update the resource list.
* Accelerate and prepare entrepreneurs to be investment-ready through customized and targeted training to help refine their value propositions and growth strategies. Identify resources, such as the SBDC to assist and collaborations with higher education to spur commercialization such as in Agtech.
* Manage community partner shared events, such as the Partners in AG conference and the 23 Coalition and Childcare.
* Review documentation of standard operating procedures for Elevate Program management. Continued process improvement and best practices.
* Review Excel spreadsheet of interested participants and alumni tracking.

**Core Duties:**

* Serve as a primary contact for new and existing businesses seeking assistance with expansion, relocation, or startup.
* Conduct proactive outreach to targeted industries, supporting KCED’s recruitment and retention objectives.
* Identify and promote site and building options, financing tools, and incentive programs for prospective businesses.
* Collaborate with KCED committees (e.g., Business Retention and Expansion/Recruitment, Marketing and Public Relations, Agriculture, and Finance) to implement business development strategies.
* Assist in the development and execution of marketing and promotional materials to attract new businesses and support existing ones.
* Collect and analyze economic data to inform KCED’s planning and reporting.
* Support workforce development, housing, and broadband initiatives in partnership with local agencies and educational institutions.
* Participate in community engagement and public relations activities to promote KCED’s mission.

**Responsibilities:**

**Client Engagement**: Engage regularly with clients through meetings and follow-ups to provide tailored support aimed at achieving their financial and business goals.

**Workshop Coordination**: Coordinate and facilitate training workshops covering essential business topics to enhance the skills and knowledge of small business owners.

**Needs Assessment**: Conduct comprehensive needs assessment for clients to develop personalized technical assistance plans that address their unique business challenges. This support includes reviewing financial statements and developing comprehensive plans, ensuring that clients have the knowledge to manage their finances effectively and prepare for loan applications.