



Position Announcement: Economic Development Manager

Employer: Kandiyohi County Economic Development

Established in 2003 through a joint powers agreement between Kandiyohi County and the City of Willmar, KCED promotes regional economic growth and industry development.

Location:

AppleTree Square, Suite 3
1601 U.S. Highway 12 E
Willmar, MN 56201

Salary: \$75,000

Hybrid option, flexible schedule to fit meeting attendance requirements

Open until filled

Apply: Submit resume, cover letter, and 3 references to Hiring@Kandiyohi.com

Position Overview

The Economic Development Manager supports business retention, expansion, and recruitment across Kandiyohi County. This role works closely with the Executive Director, local partners, and committees to advance economic development initiatives and support entrepreneurs. This role requires travel.

Key Responsibilities

- Conduct economic analysis, market research, and track key regional indicators
- Support infrastructure development, grant writing, and budget management
- Lead business outreach, retention, and recruitment efforts
- Develop and implement marketing strategies to attract investors
- Collaborate with state/federal agencies and regional partners
- Organize community forums, workshops, and stakeholder engagement events
- Assist entrepreneurs with financial readiness, business planning, and resource connections
- Manage programs, events, and continuous process improvements
- Work collaborative within a team

Core Duties

- Serve as a first point of contact for businesses seeking expansion or startup support

- Conduct industry outreach and promote available sites, incentives, and financing tools
- Update and implement economic development strategies
- Support workforce, housing, childcare, business, and local initiatives
- Coordinate training workshops and provide technical assistance to small businesses

Qualifications

- Bachelor's degree in Business, Finance, Economics, Urban Planning, or related field
- OR**
- 2+ years of experience in economic development in Minnesota.