

THE CITY OF MINOT, NORTH DAKOTA IS SEEKING
AN INNOVATIVE AND STRATEGIC
ECONOMIC DEVELOPMENT ADMINISTRATOR
(A Competitive Salary Up To \$115,000 DOQ/E, Plus Excellent Benefits)

Minot, a dynamic and growing community of nearly 50,000 located in North Central North Dakota, is seeking an innovative and entrepreneurial **Economic Development Administrator** to attract and facilitate new economic investment into the City. This position will serve as the City's "development concierge" and work collaboratively to assist in providing seamless and expert support and coordination for all development and redevelopment activities within the City.

Minot, originally known as the "Magic City" decades ago because of the rapid growth it was then experiencing, has a reputation for possessing a great quality of life largely because of its "Midwest values," friendly residents, beautiful neighborhoods, great schools, four seasons, and a healthy and growing economy. Minot Air Force Base provides strong economic support to the region, and for those that enjoy birding, hunting, photography, or just playing in the outdoors, there are four national refuges and two skiing areas within an hour's drive. Minot State University is an NCAA Division II college and has competitive athletic programs along with numerous graduate degrees, excellent workforce training programs, and is working with the City to develop a new Center for Technical Education. The region also has an outstanding array of cultural arts offerings including a symphony, several performing arts venues, an outstanding Zoo and exceptional Parks District. Amtrak's cross-continental route from Chicago to Seattle stops in Minot, and the City has invested in a brand new, first class, international Airport that provides quick and direct access to a number of major airports, including Minneapolis and Denver.

The City operates using a Council-Manager form of government, with six members elected at large to staggered 4-year terms, and a voting, directly elected Mayor. Minot is a full-service city with 425 full-time personnel and a total combined operating and capital budget of \$275 million. There are a number of departments including Airport, Engineering, Finance, Fire, Human Resources, Police, Recreation, Streets, Water and Sewer, Public Works and Sanitation, to name a few. The Community and Economic Development Department was recently reorganized with the new position of **Economic Development Administrator** reporting to the Director of Community and Economic Development and serving as an Assistant Director in the Department. The position is funded by a new sales tax that was recently passed by the community and depending upon the success achieved, the position and functional area could grow into an expanded role in the future.

The ideal candidate must possess a Bachelors' Degree in business, public administration, economic development, finance or a related field; a Masters' Degree is desired with at least six (6) years of progressively responsible experience in economic and/or business development program management, or any combination of education and experience that provides the equivalent knowledge, skills and abilities to be successful in the position. To be competitive, a

candidate should have a proven record of success in senior level economic development leadership roles with a focus on driving innovation, crafting strategic plans, and facilitating a variety of community groups working together. The position requires outstanding communication and problem-solving skills and must be able to work closely with City staff and understand and possess a working knowledge of the municipal development review process. The selected candidate must have the ability to work with developers, existing commercial and neighborhood property owners and elected officials in assessing the use of public incentives and evaluating proformas for new and redevelopment proposals. Demonstrated familiarity through education and work experience with key economic development tools including Tax Increment Financing, Business Improvement Districts, Redevelopment Authorities, and key economic development activities including implementing development and redevelopment plans, utilizing 501(c)(3) nonprofit partners and marketing will be an advantage. Familiarity with federal grant programs which can be used for economic development activities and projects including the EDA, HUD, USDA, DOT, and the EPA will also be important. Possession of the Certified Economic Developer (CEcD) designation is desired. The selected candidate must obtain a valid North Dakota driver's license within one month of appointment. Relocation reimbursement will be considered on a case-by-case basis; residency is strongly encouraged.

Applicants should submit a cover letter and resume on-line at <https://bakertilly.recruitmenthome.com/postings/2429>; the position is open until filled with a first review deadline of **Monday, November 11, 2019**. Following the first review date, resumes will be screened in relation to the criteria outlined in the recruitment brochure. For more information, please contact Art Davis at art.davis@bakertilly.com, by phone at **816.868.7042**. Applicants selected as finalists for this position will be subject to a comprehensive reference and background check prior to an on-site interview.

The City of Minot is an Equal Opportunity Employer and values diversity at all levels of its organization (EOE by Order of the Minot Civil Service Commission).

Learn more about the City of Minot, ND at www.minotnd.org.