



Community and Economic Development Associates Position Description:

Chief Operating Officer (COO)

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Chief Operating Officer.

Interested, qualified individuals may submit resume and cover letter to teri.root@cedausa.com

About the Organization--- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Position--- Chief Operating Officer (COO)

Number of Openings--- 1

Location--- Chatfield, Minnesota

Hours--- This role within CEDA is up to 32 Hours per week, with the additional hours to achieve full-time status within a CEDA community or other contract work

Reports to--- Chief Executive Officer (CEO)

Supervises--- Division Heads

Position Description--- This position is a Senior Level Executive position who assists in managing the day-to-day operations and administration of CEDA. Responsibilities could include (but are not limited to):

- Consistent communication and coordination with the CEO.
- Speaks on behalf of the organization on all matters.
- Both professionally and personally conduct themselves in a manner befitting their position as COO of CEDA at all times.
- Operations Management:
 - Create and improve work processes.
 - Ensure everyone follows rules and regulations.
 - Manage resources effectively.
 - Keep the organization safe from risks.
- Planning and Growth:
 - Work with division heads to plan for the future.
 - Find new opportunities for growth and partnerships.
 - Make sure programs are working well and suggest improvements.
- Team Leadership:
 - Lead and support the division heads and team as a whole.
 - Help employees learn and grow.
 - Encourage teamwork and communication.
 - Coordinate and communicate regularly with CEO and division heads.
 - Assist Human Resources and Division Heads with policy creation, implementation and compliance.
- Connecting with Others:
 - Build and maintain relationships with important people like donors and partners.
 - Represent the organization at events and meetings.

- Technology and Compliance:
 - Use technology to make everyone's work easier.
 - Make sure the organization follows laws, rules, and best practices.
- Succession Planning:
 - Serve as Interim CEO during times of vacancy.
 - Corporate account signor, as approved by board.

The Chief Operating Officer (COO) will report directly to CEDA's CEO and will serve on the company's Executive Committee.

Qualifications--- CEDA is looking for team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidate should be self-motivated, possess high business morals, have excellent oral and written communication skills and be energetic, results-oriented, able to develop productive relationships and possess strong leadership skills. Qualified applicants should have applicable leadership experience and/or a degree in community/economic development, public administration, business administration, marketing, management, or another related field.

Applicant must have a valid driver's license and reliable means of transportation.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) main: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

CEDA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the federal, state and local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. CEDA makes hiring decisions based solely on qualifications, merit and business needs at the time.