



[info@acerinc.org](mailto:info@acerinc.org)

763-657-7711

6800 78th Avenue, Brooklyn Park, MN 55445

**POSITION: Director of Economic & Community Development**

**Organizational Culture**

ACER is a transformative organization where every team member is empowered to contribute to our mission and vision. Staff are expected to take ownership of their roles, support each other, and collaborate on innovative strategies that drive the success of ACER. This means up to 20% of your role may involve stepping into different areas, supporting various impact sectors, and ensuring that transformative work happens at all levels of the organization.

**Position Overview:**

ACER seeks an impactful **Director of Economic & Community Development** to lead and execute programs that drive community transformation. The Director will oversee key initiatives across various impact areas, such as economic development, social justice, and community health, while working closely with community members, partners, and stakeholders. This position will involve building and maintaining strategic relationships with funders, corporate partners, and government agencies to support programmatic and organizational goals. The Director will report to the Associate Director and play a key role in driving both program success and organizational growth.

**Position Information**

<b>Title:</b>	Director of Economic & Community Development
<b>Supervisor:</b>	Associate Director
<b>Hours:</b>	40+ hours
<b>Location:</b>	6800 78 <sup>th</sup> Avenue N. Brooklyn Park, MN 55445
<b>Salary Range:</b>	\$65,000.00 - \$75,000

**Job Responsibilities:**

Program Development and Sustainability:

- Lead strategic planning, execution, and evaluation of programs within your impact area (e.g., economic development).
- Develop metrics and assessment tools to evaluate program effectiveness and impact.
- Identify opportunities for innovation to address gaps and expand program reach.
- Collaborate with community members to identify needs and co-create solutions.
- Attend community and organization-wide events to support growth and visibility.
- Oversee the day-to-day operations of program implementation, ensuring alignment with strategic goals.
- Directly manage grant reporting, outcome tracking, and compliance with funder expectations.

Staff Development and Engagement:

- Ability to manage staff to promote professional growth, offering clear development pathways such as 30/60/90 day plans, performance evaluations, and ongoing feedback.
- Foster a culture of collaboration, accountability, and engagement that aligns with ACER’s mission.
- Build and lead a high-performing team that embodies the organization’s values and vision.
- Actively support team members in their roles to ensure they are equipped to succeed.

Community and Corporate Partnerships:

- Establish and cultivate relationships with key community, corporate partners, and government entities to support program growth and sustainability.



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- Collaborate with the Development Team to secure funding, identify new donors, and enhance ACER's visibility within the broader community.
- Attend relevant conferences, seminars, and events to stay current on trends and best practices in economic and community development.

#### Organizational Strategy and Growth:

- Partner with the Executive Director, Associate Director, and other managers to develop cross-departmental strategies that drive organizational growth.
- Contribute to building a balanced and engaged organizational culture through collaboration and innovation.
- Support ACER's broader mission by contributing to strategic planning and ensuring alignment across various programs and impact areas.

#### Corporate and Business Skills:

- Demonstrated experience in developing and executing funding strategies, including securing corporate sponsorships, public-private partnerships, and government grants.
- Strong business acumen, including budgeting, financial forecasting, and data-driven decision-making.
- Expertise in CRM platforms for managing relationships.
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite for effective project management and reporting.
- Proven ability to cultivate high-level relationships with corporate partners, funders, and government officials to enhance organizational growth and visibility.

#### **Job Qualifications**

- Bachelor's Degree is highly preferred. However 7+ years of progressive leadership experience in a nonprofit or related field may substitute for a degree.
- 12+ years of experience in leadership roles, with a focus on executive management and strategy development.
- 7+ years of experience working with diverse communities, particularly immigrant and refugee populations.
- 3+ years of experience in building partnerships, funder relationships, and community engagement.
- 2-3 years of organizer experience or the willingness to be trained.
- Exceptional communication, organizational, and time management skills.
- Ability to develop training materials and lead teams through transformational change.
- Strong organizational and time management skills
- Knowledge of the Microsoft Suite - Words, Excel, PowerPoint and Google Suite platform. Experience developing training manuals via Microsoft or Google Suite.
- Knowledge of CRM Platforms and managing corporate relationships.
- Ability to build and cultivate relationships

#### **How to Apply:**

Applicants should provide:

1. Cover letter stating your interest and qualifications.
2. Resume outlining education, skills, and experience.
3. Three references.

Submit applications via email to [ewright@acerinc.org](mailto:ewright@acerinc.org) with the subject line: *Your Name - Director of Economic Community & Development*