

Walsh County JDA Director Employment Information



**WALSH
COUNTY**
JOB DEVELOPMENT
AUTHORITY



August 2023





INTRODUCTION

In July 2023, the Walsh County JDA and the Red River Regional Council entered into a partnership agreement for the RRRC to provide contracted staff with the initial contract period of through December 31, 2026. The RRRC has been providing contracted staff to the Pembina and Nelson County JDAs since their inception 30+ years ago. We are excited at the opportunity to link arms and integrate Walsh County as a cohesive alliance and for strategic development of northeastern North Dakota.



Over the past few years, the JDAs in Pembina, Walsh and Nelson have become partners with the Regional Council on key development issues facing the region including workforce and destination development (tourism/community development). We are motivated to continue to build and implement regional collaborative partnerships and plans to grow northeastern North Dakota. We believe this united approach amongst 42 communities with shared visions and goals will yield unprecedented results - we have early evidence that these approaches are already having a positive impact.

WALSH COUNTY JDA DIRECTOR APPLICATION GUIDANCE

Applications will be accepted through Wednesday, August 16, 2023 and interviews to be conducted on August 21. A goal to start employment in early September 2023.

Application materials required:

- Cover letter
- Resume
- Three references and contact information

Applications may be submitted electronically to: Dawn Mandt, RRRC Executive Director, dawn@redriverrc.com. Questions regarding the position or application may be directed to Dawn at this email or 701.520.0487.





JOB DESCRIPTION



Title	Executive Director of Walsh County JDA
Reports To	RRRC Executive Director (personnel and performance) & WCJDA Chairperson (strategy and action plan, performance)

BACKGROUND

The Red River Regional Council has created a partnership with the Walsh County Job Development Authority (WCJDA) to provide strategic leadership, development staff, and administrative support from July 1, 2023 through December 31, 2026. This position is entirely dedicated to the WCJDA's mission within ND Region 4. Region 4 includes Grand Forks, Nelson, Pembina, and Walsh Counties. The WCJDAs join the JDAs of Nelson and Pembina Counties in this contractual partnership which has been in place since these two JDAs were established 30+ years ago. Each JDA has three-year contracts which are evaluated and updated with any renewal of the contract. The benefits of this contractual partnership include leveraging a team of professional experts focused on a strength-based mindset, larger networks, and day-to-day support, providing a cohesive approach to development within the region, and while at the same time providing concentrated local development support within each county.

POSITION DESCRIPTION

This challenging, but highly rewarding, position requires the performance of a wide variety of tasks and responsibilities including but not limited to: new resident and new business attraction, existing business assistance and visitation, grant writing, project development and management, community development, marketing and liaison with the citizens and organizations of Walsh County.

The Executive Director also assists Walsh County with a wide variety of issues and topics, including but not limited to: strategic planning, quality of life issues, housing, workforce development, childcare and general community needs and opportunities.

ESSENTIAL DUTIES & RESPONSIBILITIES

Strategic Plan and Annual Action Plan (10%)

- Every three to five years, engage the Board of Directors to develop a Walsh County Development Strategic Plan and annual action plans which support the implementation of the strategic plan. The goal is to create a unified development strategy that is forward-looking, proactive, and rooted in goals and objectives to advance both the economic condition and community growth within the county.
- The Strategic Plan will be developed with the Board of Directors and collaboratively with the Walsh County communities and any local development groups as well as the Red River Regional

Council and in alignment with the regional Comprehensive Economic Development Strategy (completed every five with the most current plan being 2023 to 2028).

- The Strategic Plan and Annual Action Plans will be approved by the Board of Directors.

Economic and Community Development Leadership and Support (50%)

- Promote and market Walsh County to potential new residents and businesses
- Host prospective company on-site visits
- Assist in preparing funding applications for economic and community development projects and serve as administrator for grant awards
- Be the county's main resource for economic and community data
- Interface with local, state, and federal agencies on Walsh County economic and community development issues
- Create a collaborative environment that cultivates and nurtures new project development and community leaders
- Promote and educate on local development tools and resources, provide leadership for any needed changes or additions
- Leverage technical expertise to assist clients in preparing loan applications, business plans, and financial projections for potential projects

Fiscal Management (10%)

While the day-to-day fiscal management of the organization, funding, and loan portfolio will be completed by additional personnel (estimated 15-20% FTE), the Executive Director maintains leadership and oversight responsibilities including:

- Prepare an annual budget with Board of Directors, lead the implementation of the budget
- Present budget and provide updates to County Commission and Board of Directors
- Develop and administer the annual WCJDA budget
- Review and monitor financial records, financial statements
- Monitor loan portfolio performance and maintain open communications with borrowers to support growth and address any delinquencies

Board of Directors Management (5%)

Proactively manage the Board of Directors:

- Prepare for monthly Board meetings in consultation with the Chairperson
- Cultivate and onboard new Board members
- Provide development-related education
- Provide regular updates on staff activities and outcomes to the Board

Communications (10%)

Develop and implement a communications strategy to both educate and inform on the WCJDA's strategic plan and action plan implementation, share client good news stories, actions taken by the JDA Board of Directors, and annual report. Specific activities will include:

- Update and maintain website, www.digwalshcounty.com
- Communicate with WCJDA board members and other community citizens and businesses
- Create marketing materials and social media posts for the WCJDA
- Develop and distribute an annual report
- Provide public presentations

Engage in Local and Regional Development Groups/Organizations (10%)

Provide the WCJDA's connection, collaboration, and implementation of Walsh County components to several existing initiatives including:

- Real.Good. workforce and tourism development
- NE Manufacturing Group
- NE Developers Group (bi-monthly)
- SOAR
- Other?

Networking and Professional Development (5%)

- Attend relatable community meetings to support development efforts, create plans, share information, and promote the JDA's efforts
- Attend local, regional and state meetings and events to maintain relationships and to stay aware of new trends and innovations in the fields of economic development, community development, housing and childcare.
- Maintain membership and engage in:
 - Economic Development Association of ND
 - ND Developers Group
 - Other?

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Requires a bachelor's degree in business, entrepreneurship, marketing, communications, or a related field, and a minimum of 5 years of related experience
- Proficient in operating computer software/systems including graphic design software, website management systems, and social media applications
- Ability to analyze, problem-solve, and think strategically
- Demonstrate knowledge of business development factors impacting business and community vitality
- Have a strong familiarity with rural Region 4, its attributes, and opportunities for residents
- Have outstanding and authentic interpersonal, relationship-building, creative, organization, and communication skills
- Highly self-motivated with the ability to multi-task effectively
- Excellent written and verbal communication skills and comfort with public speaking

OTHER REQUIREMENTS

- Occasional overnight travel necessary

COMPENSATION PACKAGE

- Salary Range: \$55,000 to \$75,000
- Introductory Period: 6 months
- Annual Leave: one day per month for years 0 through 3 and gradual increase based on years of service
- Sick Leave: one day per month
- Phone Allowance: \$40/month
- Medical Insurance: full family medical insurance and dental and vision insurance for employee only with option to add family members

- Paid Holidays: 11.5
- Retirement: 10% salary contribution following introductory period, fully vested
- Paydays: 15th and last day of each month by direct deposit
- Comp Time: 1:1 compensatory time for overtime hours worked
- Primary Office Location: RRRC Grafton headquarter office, part-time remote work possible based on workload and performance



ROLES / RESPONSIBILITIES



BOARD OF DIRECTORS

- Prepare for, attend and engage in Board meetings and special events
- Develop and approve a five-year strategic plan and annual action plan
- Review and approve policies relating to fiscal management, bylaws, special programs.
- Be positive advocate and influencer for the JDA, its goals, activities, and achievements.
- Cultivate new board members.
- Provide fiscal oversight, annual budget development and aligning resources with the goals.



JDA EXECUTIVE DIRECTOR

- Primarily responsible for the implementation of the JDA's strategic plan and achieving its goals in partnership with the Board of Directors, stakeholder groups, and partner organizations.
- Continual professional development on relevant topics and strategies.
- Develop and implement communications plan.
- Comply with RRRC's employee policies and procedures.
- Provide Board training and development.
- Participate in weekly staff meetings.
- Maintain high level of professionalism, positive demeanor and impact focused.
- Reports to the RRRC Executive Director.
- 100% position.



FISCAL AND ADM. MANAGEMENT

- Manage all JDA funds and provide accounting reports.
- Enter loan portfolio into the management software and complete paperwork with borrowers for automatic payments (if possible).
- Manage borrower relationships. Issue loan paperwork.
- Manage fiscal sponsor relationships as needed.
- Prepare meeting packets, take and prepare minutes, prepare financial reports and annual cash flow projection.
- Manage banking relationship/account.
- Estimate 20% of position.



RRRC EXECUTIVE DIRECTOR AND TEAM

- Mentor and manage employee relations.
- Assist with complex project development.
- Convene weekly staff meetings (group and one-on-one) to collaborate and learn from the team and proactively plan for upcoming events or workload.
- Strengthen the talents of the team through strengths-based focused work and planning (leveraging the talents of the entire RRRC team to achieve shared goals).
- Provide coverage in the absence of the JDA executive director.
- \$15,000 pool.



Linking arms to proactively advance and improve Walsh County.



SAMPLE OFFER LETTER

Category	Details
Annual Salary	\$xx,xxx (range of \$55,000 to \$70,000)
Introductory Period	6 months
Annual Leave	One day per month for years 0 through 3 and a gradual increase based on years of service
Sick Leave	One day per month
Phone Allowance	\$40/month
Medical Insurance	Full family medical insurance and dental and vision insurance for employee only with the option to add family members
Paid Holidays	11.5 days
Retirement	10% contribution following introductory period
Paydays	15th and last day of each month by direct deposit
Comp Time	1:1 compensatory time in accordance with the employee handbook
Primary Office Location	RRRC Grafton headquarter office, part time remote work possible based on workload and performance





NON-FINANCIAL PARTNERSHIP BENEFITS

Experienced team to provide resources, mentorship, project development support, brainstorming and working together with other staff to develop and use shared best practices and experiences.

Part of a bigger picture/region to create synergies and shared ideas, goals, objectives, and action plans.

Administrative support to allow JDA director to focus on development (estimate 25% of time).

Develop specific skills by being able to focus.

Provide staff support/coverage in the absence of the director (illness, vacation, vacancy).

Collaborative team environment built on strengths of each staff member.

Shared resources (ie., surveys, data, documents, tools) and historical project information/examples.

Data and trend analysis. Strategic planning and project development support.

Access to expanded professional networks and partner organizations (in and out of state/federal/private).

Collaborative approach to networking, training, and conference attendance and shared learning.

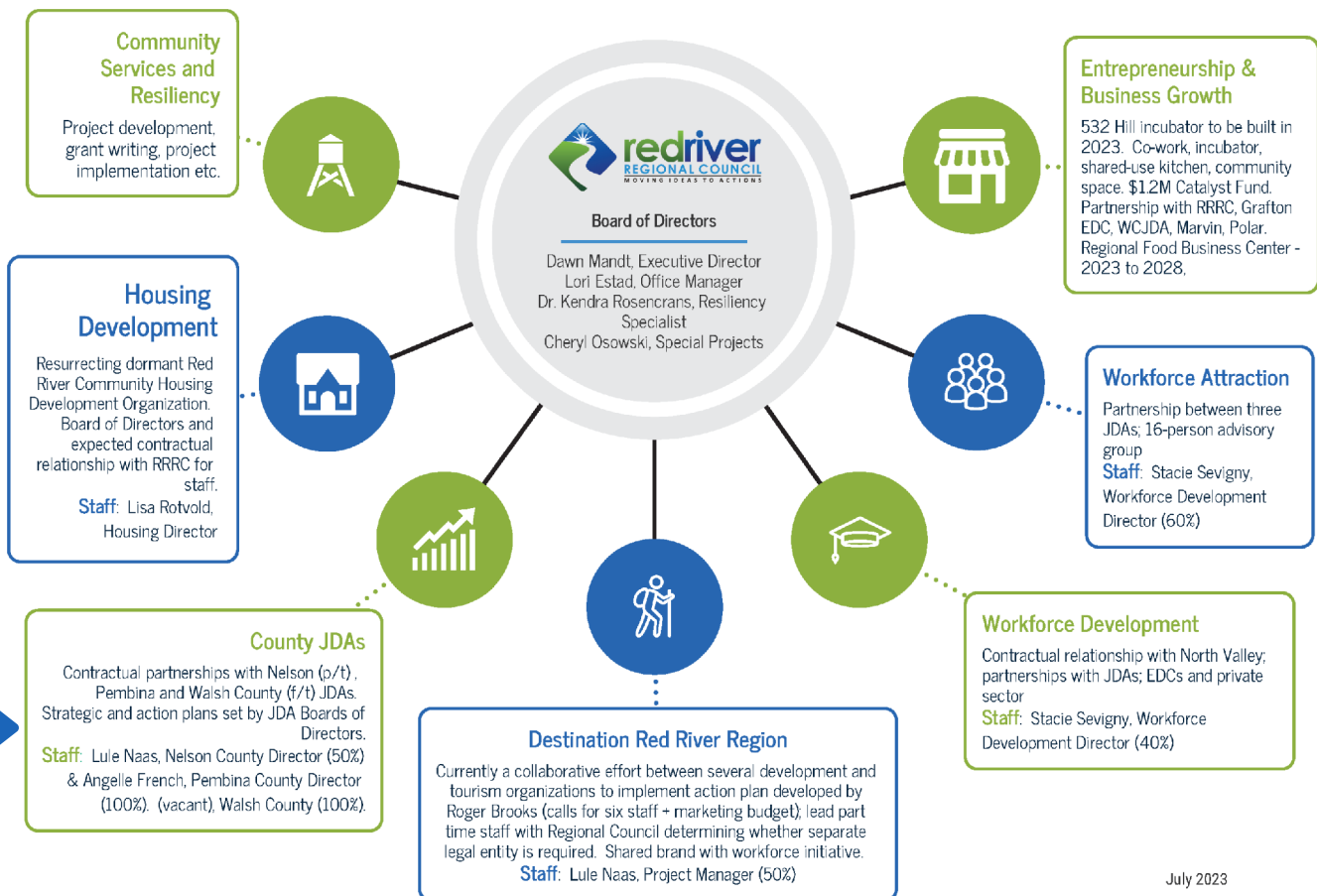
Shared software systems to encourage non-duplication of efforts and shared templates, reports, data visualization, and graphic design.





EVOLVING ORGANIZATIONAL STRUCTURE

Red River Regional Council



July 2023



Team Overview

This professional team has more than 125 years of relevant experience in rural development in North Dakota in addition to rich educational backgrounds and relatable work histories. The team is intentionally diverse in skills, education, and focus areas. We have a collaborative spirit and meet regularly as well as make use of electronic collaboration and task management tools. This team is constantly learning - from professional development in key areas to embracing new software tools. Respectful discourse is encouraged to the extent it furthers the mission and excellence of the Regional Council and its partners. The RRRC's business model as a "nonprofit consultancy" rather than a fully-funded governmental agency creates a shared entrepreneurial spirit focused on enhancing services and impacts in northeastern North Dakota.

**Dawn Mandt, Executive Director**

Dawn brings nearly 32 years of rural development experience in North Dakota and first joined the RRRC in 1993 after a 1.5-year college internship. She has served in the roles of Disaster Recovery Coordinator, Economic Developer, SBDC Regional Director, Business Development Director, and Funding Strategist prior to becoming the RRRC's Executive Director in 2013.

She has been recognized by her peers as the Governor's Choice for Small Cities Economic Developer of the Year and the SBDC State Star. She serves as chairwoman of the ND Association of Regional Councils and gubernatorial appointments to the ND Rural Development Council (current chairwoman) and ND Council on the Arts.

Dawn has a bachelor of arts degree in business administration/economics and history/political science and a master of arts in leadership, both from the University of Jamestown. Dawn and her young adult daughter live in Grafton, ND and she has two adult sons.

**Dr. Kendra Rosencrans, Resiliency Specialist**

Kendra is a part-time remote employee providing research and expertise related to interpreting business interview results, 2020 Census trend analysis, and challenging long-standing viewpoints related to rural development (in a good way!).

She has also assisted with grant research and writing which led to securing \$2.1 million for Frost Fire Park and the development of the 532 Hill regional innovation lab to be headquartered in Grafton securing \$2+ million.

Kendra holds a doctoral degree in complex organizational systems from Saybrook University, a master's of journalism from Columbia University, and a bachelor's degree from North Dakota State University. A native of Hettinger, N.D., Kendra splits her time between North Dakota and Kirkland, Washington with her husband and teenage son and has two adult children.

**Stacie Sevigny, Regional Workforce Development Director**

Stacie joined the RRRC as a Developer in September 2014 and became the Workforce Development Director for rural Region 4 in September 2022. In this role Stacie champions workforce development and retention initiatives and projects, promoting and leading programs to ensure success. The position includes collaboration with North Valley Career and Technology Center as the Work-Based Learning Program Coordinator to lead PreK-12 career exploration projects and events for youth in the region.

She is also a Community Champion for North Dakota's Find the Good Life program for workforce attraction.

In her former role as Developer with the RRRC, she managed the Community Development Block Grant program, infrastructure improvement projects, housing rehabilitation projects, and hazard mitigation and disaster projects. She was also previously the lead staff for the Nelson County JDA.

She holds a Bachelor of Arts degree in English with a minor in Mass Communications from North Dakota State University. Her family, including her husband and two sons, operate a family farm in eastern Walsh County and live in Grafton, ND.

**Lori Estad, Office and Fiscal Manager**

In 2021, Lori celebrated 25 years of service with the RRRC. She manages all the finances of the RRRC as well as our loan portfolio and financial and program management for the RRRC, Nelson and Pembina County JDAs, Catalyst Fund, and more.

She is currently the project manager for a multi-year Nelson County Housing Rehabilitation Project. She is familiar with regulatory and reporting requirements for grants secured for the region from multiple state and federal agencies.

Lori earned an Associated Degree at Aaker's Business College in Receptionist/Data Processing. She has also been the Bookkeeper for Walsh County Farm Bureau since 2003. Lori lives in Grafton, ND with her husband and two sons.



Lisa Rotvold, Housing Development Director

Lisa Rotvold has been hired to lead the Red River Community Housing Development Organization (Red River CHDO), a 501 (c)(3) nonprofit organization started by the RRRC in 1996.

After a period of inactivity, Red River CHDO is ramping up operations to help spark new housing development in the region. Lisa joined the RRRC in 2022 with 28 years of experience in the affordable housing industry resulting in more than 1,000 housing units across North Dakota.

She holds bachelor's degrees in environmental science and architecture from North Dakota State University. She is certified as a Housing Development Financial Professional, and a Housing Credit Certified Professional. Lisa also earned a non-profit management certificate from Minnesota State University Moorhead.

Lisa lives in Hillsboro, ND with her husband and has two adult children.



Angelle French, Pembina County JDA Director

Angelle French leads the Pembina County JDA as its Director. The JDA was formally established in 1991 and has contracted for professional services with the RRRC since its inception.

In early 2023, the Pembina County JDA hired Angelle as its first full-time director. She had previously served as the Walsh County JDA director.

She currently serves as the President of the Rendezvous Region Tourism Council and an ex officio for the Pembina Gorge Foundation.

Angelle holds a bachelor's degree in accounting from the University of Minnesota-Crookston and a Master of Business Administration from the University of North Dakota. She resides near Hamilton, ND with her husband and young son.



Lule Naas, Nelson County JDA Director / Destination Red River Project Manager

Florija "Lule" Naas has been hired as the Destination Red River Project Manager and the Nelson County Job Development Authority (JDA) Director. The Destination Northeast ND Project is a four-county initiative focused on rural tourism and visitor attraction. Lule joined the Regional Council in December of 2022 on a part-time basis but has served as a volunteer on this initiative since September of 2021.

Lule has been an active Nelson County JDA board member since 2020 and recently resigned that position to move into the Director role. This position is contracted through the RRRC. Lule holds a Bachelor of Science in Occupational Safety & Environmental Health from the University of North Dakota, and a Master of Science in Emergency Management from North Dakota State University. Lule is a Community Champion for Find the Good Life North Dakota, serves on a volunteer committee for Arts Across the Prairie, and actively volunteers for numerous community organizations and events in her community and county.

Lule resides in McVile, ND with her husband, a fourth-generation crop farmer, and their daughter.



Cheryl Osowski, Special Projects Coordinator

Cheryl joined the RRRC in 2014 as a part time/as-needed employee. She has facilitated strategic planning, provides communication, program management, and grant writing services on an as-needed basis.

Cheryl earned a Bachelor of Science degree from the University of Minnesota – Crookston. She has 17 years of experience working at the University of North Dakota serving as an outreach coordinator.

She served as the public information officer at the Red River Trade Corridor at the U of M – Crookston and at the former Developmental Center in Grafton. She also spent three years working as a field representative for U.S. Senator Quentin N. Burdick. Cheryl lives in rural Minto with her husband.

