Agricultural Development Associate

Job Title: Agricultural Development Associate
Reports to: Agriculture Program Director
Department: Agriculture
Effective Date: 8/24/2023

Job Summary
The Agricultural Development Associate will provide individual and classroom technical assistance, including farm financial advice, business development, access to capital, and tax preparation, to farmers within LEDC's network. The Agricultural Development Associate will work with the Agricultural Program Team to help expand LEDC’s Agricultural work to more farmers in greater Minnesota, helping with partnership development, Minnesota Agricultural policy, and expansion of programming into new areas. The Agricultural Development Associate will play a strong role in helping farmers gain access to capital through LEDC’s CDFI and other Agricultural Lenders. The Agricultural Development Associate will be expected to travel within Minnesota on an as needed basis.

Supervisory Responsibilities: None

Responsibilities

- Assist LEDC clients with technical assistance primarily focused on financial assistance: bookkeeping, business registration, access to capital, and tax preparation.
- Work with LEDC clients to secure LEDC Agricultural loans, along with partnering with other lending institutions to secure loans for farmers.
- Travel to farms across rural Minnesota to meet with farmers.
- Attend pertinent committee meetings to help inform partner organizations and Minnesota Department of Agriculture on needs and priorities of Latino farmers in Minnesota.
- Work closely with Program Director and other Agricultural staff to provide in-field technical assistance as needed.
- Assist with the creation and implementation of a Farm Financial Resiliency workshop series.
- Work with Business Development Department in rural Minnesota as needed.
- Perform other duties as needed.
Required Skills/Abilities:

- Spanish Language fluency
- Excellent interpersonal skills and the ability to work with a variety of clients and partnering organizations.
- Strong background in financial management of small businesses or business development.
- Demonstrated ability to work independently with a proven ability to meet deadlines.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Background in farm finances, farm tax preparation, and lending preferred.
- Background in Agriculture preferred.
- Need to have own vehicle for traveling in Rural Minnesota. All mileage will be reimbursed at Federal reimbursement rate.

Education and Experience:

- High school diploma or equivalent.
- At least two years related experience in business development, financial technical assistance, and/or direct farming experience.
- Demonstrated ability to connect with the Latino community within the rural landscape.

Physical Requirements:

- *Prolonged periods of sitting at a desk and working on a computer.*
- *Must be able to lift up to 15 pounds at times.*
- *Ability to drive across rural Minnesota on weekly basis.*

**HOURS, COMPENSATION AND BENEFITS**

This is a salaried position. Candidates must be able and willing to be flexible and work some evenings and weekends as needed.

- Full time, 40 hours a week
- Salary: $40,000 - $45,000 + excellent benefits
- Benefits: 100% employer paid health and dental insurance for employee and for family members
- Life insurance
- Employer matched retirement account
- Paid time off, sick leave, vacation and holidays, including parental leave
LEDC is an Equal Opportunity employer.

**To Apply**

Please send a cover letter and resume to careers@ledcmn.org and include Ag Development Associate: [your name] in the subject line. We expect to begin interviewing candidates on the week of September 11-15.

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**About Latino Economic Development Center**

LEDC aims to transform our community by creating economic opportunities for Latinos. We envision a region and state with a thriving multicultural community enriched with Latino leadership, culture, and economic influence. Our overarching goal is to help Latinos achieve economic prosperity through entrepreneurship and small business development.

Since its inception in 2003, LEDC has earned its place as a trusted partner for Minnesota’s Latino and immigrant communities, providing education, lending, and technical assistance to small businesses in the Twin Cities and Greater Minnesota. We are a Latino-led, fully bilingual organization, rich in lived experience and nuanced understanding of our clients, their cultural backgrounds, and their specific economic and business needs. As the only Latino-focused CDFI in the upper Midwest, we work to bridge the region’s enormous gap in culturally and linguistically appropriate business development services.

At LEDC, we have long recognized that the impact of our work goes far beyond the individual small businesses we support. These businesses are woven into the very fabric of Minnesota’s rich and diverse Latino community, providing employment opportunities for immigrants and meeting essential social and cultural needs in our community. All our efforts are focused on maintaining the integrity of this fabric and working to strengthen it so that our culture itself can continue to thrive.