



**Latino Economic
Development Center**
Centro para el Desarrollo Económico Latino

☎ (651) 395-4035

📍 East Side Enterprise Center
804 Margaret St. Saint Paul, MN 55106

✉ info@ledcmn.org
🌐 www.ledcmn.org

Business Development Associate Southwest MN

Background

Mission, Vision and Goals

LEDC's mission is 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 important social and cultural needs in our community. All of 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.

Position overview

The Business Development Associate will help expand LEDC's strong client relationship culture through ongoing customer contact, quality customer service, and superior services knowledge in the southwest region of Minnesota. This position will perform specific business development duties as identified by LEDC's Business Development Director and required under specific Grants, Government Contracts, and RFP's. Key activities include providing technical assistance and training in Southwest Minnesota to aspiring, micro and small business owners in areas such as business feasibility, formation, regulations and compliance, access to capital, operations, marketing and finance.

Responsibilities

- Conduct outreach and assess aspiring entrepreneurs' strengths and opportunities in order to collaboratively create a work plan with the purpose of acquiring skills relevant to manage a successful startup business.
- Guide aspiring entrepreneurs in the process of creating a startup business, which includes providing regulatory, operational, marketing, financial, real estate and access to capital technical assistance.
- Provide regulatory, operational, marketing and financial, real estate and access to capital technical assistance to business owners with the purpose of improving business revenue and sustainability.
- Refer prospective entrepreneurs and business owners to professional legal, commercial real estate, commercial insurance, website design and tax advice.
- Serve as liaison between city/county inspectors and prospective entrepreneurs and business owners to solve licensing issues.
- Conduct business trainings to a cohort of 20 to 50 participants, as directed by LEDC's Business Development Director.
- Maintain constant open communication channels with all members of LEDC's Business Development Team.
- Collaborate in various intra-organization projects, requiring close interaction with LEDC's Agriculture and Lending Teams.

Work Location

This role is available to applicants located in Southwest Minnesota.



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Requirements

- Two years of experience working with small businesses either as a consultant or in management, a plus.
- Experience working with underrepresented communities.
- Bilingual English and Spanish.
- Valid Driver's License.

Preferred Qualifications

General knowledge of the Twin Cities Metro and Greater Minnesota and its Latino population. Knowledge of public and private grant makers. Knowledge of CDFI Financial Assistance and Technical Assistance awards and other federally sourced grants. Knowledge of federal, state, and local government grant-making practices. Bilingual in Spanish and English.

- Knowledge and experience with computer programs that support the development team, including Microsoft Office Suite and Teams.
- Demonstrated ability to build connections with local communities and organizations.
- Demonstrated ability to manage and prioritize multiple, concurrent objectives, projects, or activities and work well under pressure and meet deadlines.
- Excellent listening skills, curiosity and willingness to learn with an open mind.
- Self-motivated and willing to drive new projects through the finish line.

Hours, compensation and benefits

- Full time, 40 hours a week
- Salary: \$60,000 and 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

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

To Apply:

Please send a cover letter and resume to careers@ledcmn.org and include Business Development Associate SW MN: [your name] in the subject line.

Deadline to apply: The position will remain open until filled, with the first screening of candidates on or about October 30th, 2023. Intended start date is late November 2023.

LEDC is an Equal Opportunity employer.