

The North Dakota Association of Rural Electric Cooperatives (NDAREC) in Mandan, ND, is accepting applications for a Rural Development Services Director. This is a great opportunity for an energetic, outside of the box thinking person that has a passion for rural North Dakota and wants to help keep rural North Dakota towns vibrant.

**NDAREC offers:**

- Competitive salary of \$101,000 - \$122,000, dependent on experience.
- Separate sick and vacation leave.
- Excellent benefits including health insurance with a health savings account contribution, dental and vision insurance, life and accident insurance, short- and long-term disability, a generous 401(k) plan and several others.
- Exceptional association culture that is connected, rewarding, flexible, collaborative, challenging, fun and purpose-driven.
- High quality, newly renovated, work environment with private offices, collaborative workspaces, updated technology and an onsite workout room.

**Primary responsibilities:**

- Supervise and coach assigned personnel which includes providing work direction, managing performance, supporting training and development, and overseeing compliance of contracts.
- Provide leadership, vision, guidance, and coordination in developing and carrying out the rural development programs and activities.
- Provide analysis on public policy issues in rural and general economic development at both the state and federal level.
- Defines scope of feasibility studies, develops business solutions, and manages projects through all phases including planning, funding, implementation, and post evaluation.
- Provides support for cooperatives and rural businesses including grantsmanship, board coordination, and reporting and tracking outcomes.
- Works with the boards of directors and other leadership groups to ensure good governance and establish and implement short-term objectives and long-range goals.

**Competencies:**

- Time and staff management skills.
- Public speaking and writing abilities for multiple audiences.
- Solutions orientated. Identify and connect resources and individuals.
- Decision-making skills.
- Understanding of the cooperative form of business, as well as other business organization structures.
- Understanding of federal contracting requirements, state contractual compliance requirements and accounting and record keeping standards.
- Fluent in Microsoft Office tools, especially Outlook, Word and Excel as well as overall computer literacy to manage other platforms and handle tasks efficiently.

**Ideal candidate:**

- A team player who is comfortable interacting with others and cultivating productive working relationships.
- A professional who is comfortable with public speaking and public relations.
- Excited to lead a team and mentor staff.
- Presents in a professional manner, while having a great time at the workplace.
- Innovative thinker and self-starter, who's motivated and goal oriented.
- Experience working with disadvantaged areas or cooperatives is a plus.

If you would like to learn more about the Rural Development Services, visit our website at [Cooperative Development Center | North Dakota Association of Rural Electric Cooperatives \(ndarec.com\)](https://www.ndarec.com)

**Experience and education:**

- Bachelor's degree and at least three years' experience working with small business, cooperatives, rural communities, economic development, or business development related fields; or an equivalent combination of education and experience.
- Experience in business development/administration, financing, and community organization. Additional education or experience in related fields include law, accounting, business administration, economics, public administration, or communications. Preferably field experience with disadvantaged communities or in North Dakota at the local or state level.
- Also, supervisory and board governance experience is desirable.

**Application Submission:**

Interested applicants should provide a cover letter and resume to Tavi Leier, human resources manager, at [careers@ndarec.com](mailto:careers@ndarec.com) or P.O. Box 727, Mandan, ND 58554.

**Application Deadline: April 22, 2024**

NDAREC is an equal opportunity provider and employer.