



Community Development Coordinator

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE	Community Development Coordinator	WORK LOCATION	City Hall
SUPERVISOR	City Administrator	FLSA STATUS	Non-Exempt
DEPARTMENT HEAD	Community Development Coordinator	PAY GRADE	5
DEPARTMENT	Administration	EFFECTIVE DATE	August 11, 2025
II. POSITION SUMMARY			
	The Community Development position is responsible for leading initiatives that foster community and economic growth while supporting the retention and expansion of business vitality in the City of Frazee. This role also includes applying for new grants and managing awarded grant funds. Additional responsibilities involve overseeing committees, communication plans, and all aspects related to the development of Wannigan Park including construction planning, permitting, timelines, and coordination of work to ensure the successful creation of the park.		
III. ESSENTIAL DUTIES AND RESPONSIBILITIES			
	Business and Economic Development: Identify and recruit new businesses and support the retention and expansion of existing businesses.		
	Serve as a liason between the Economic Development Authority (EDA), city staff, business owners, developers, and regional and state agencies.		
	Assist businesses with navigating resources including: financing options, training and resources, and networks of support.		
	Research, engage community, and prioritize opportunities for businesses and community development based on strengths and needs.		
	Develop amenities and support experiences that enhance the community to make Frazee "A place where families and opportunities thrive."		
	Community Engagement and Outreach: Represent the EDA at community events, regional economic development meetings, and business networking opportunities.		
	Develop and maintain communication materials including newsletters, press releases, social media content, and presentations to promote economic development and Wannigan Park activities.		
	Develop and maintain a comprehensive event calendar including all upcoming events, deadlines, and key dates relevant to the Wannigan Park and the community.		
	Gather input from local stakeholders to promote activities and events that strengthen a sense of belonging.		
	Participate in lobbying and legislation efforts.		
	Project Management: Coordinate EDA projects including property development, redevelopment, and strategic planning efforts.		
	Support downtown revitalization, housing development, infrastructure planning, and quality-of-life projects.		
	Grants and Funding: Research, write, and administer grants in coordination with city staff and EDA.		
	Track grant funding deadlines and ensure compliance with grant terms and reporting requirements.		
	Maintain accurate records of activities and community engagement efforts and provide regular updates at monthly EDA meetings.		
	Implement and maintain fundraising software database of park development donors and volunteers.		
	Create various committee agendas including compilation of updates from various committee chairs.		
	Foster and maintain strong professional relationships with stakeholders.		
	Coordinate Wannigan Park ambassadors and campground hosts.		

VII. MINIMUM QUALIFICATIONS

Bachelor's degree in economic development, urban planning, business administration, public administration, or related field (or equivalent experience).

Demonstrated experience in economic or community development projects, especially in small or rural communities.

Strong written and verbal communication skills.

Ability to work independently, prioritize tasks, and manage multiple projects.

Ability to work a flexible schedule including attending evening meetings or local events.

Capable of occasional travel for regional meetings or trainings.

VIII. DESIRABLE QUALIFICATIONS

Familiarity with community development strategy, grant writing, and public-private partnerships.

Knowledge of city, state, and federal regulations.

This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.

Frazee is an Equal Opportunity Employer.