



The North Dakota Association of Rural Electric Cooperatives (NDAREC) in Mandan, North Dakota, is accepting applications for the position of cooperative development specialist. NDAREC offers excellent benefits and competitive wages, along with an exceptional company culture.

Primary responsibilities:

- Supports rural development through research, analysis, recommendation and implementation of rural businesses and the ND Rural Electric Cooperative Foundation.
- Works directly with the rural development director to help generate new wealth and new jobs in rural North Dakota through the establishment of new rural business and cooperatives, and the expansion of existing businesses and cooperatives.
- Provides administrative support services to the Rural Development service area.
- Defines scope of feasibility studies and project management through all phases including planning, awarding, implementation and post evaluation.
- Provides “equity-drive” support for cooperatives including grantsmanship, board coordination, and reporting and tracking outcomes.

Competencies:

- Critical thinking
- Ability to organize large projects
- Ability to manage multiple projects
- Strong verbal and written communication skills
- Excellent research and organizational skills
- Basic understanding of the cooperative form of business, as well as other business organization structures
- Basic understanding of federal contracting requirements, state contractual compliance requirements, and accounting and record keeping standards
- Ability to network and link various organizations and individuals together

Experience and education:

- Bachelor’s degree and at least three years’ experience working with a small business, economic development or business development related field; or an equivalent combination of education and experience.
- Preferred experience in business development/administration, financing and community organization; also additional education in related fields include law, accounting, business administration, economics, and public administration.

Application Submission:

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

Application Deadline: August 16, 2021

NDAREC is an equal opportunity provider and employer.