



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

## **Economic Development Manager**

### **Advance economic opportunity for Latino entrepreneurs throughout Minnesota.**

LEDC is seeking a bilingual (Spanish/English) Economic Development Manager to oversee business development programs, mentor staff, and support entrepreneurs in launching and scaling successful businesses. This role plays a key part in strengthening local economies and driving equitable community development. This position will work collaboratively across our lending, regenerative agriculture, real estate, and operations teams.

### **Job Description**

#### **Organization:**

The Latino Economic Development Center (LEDC) is a nonprofit Community Development Financial Institution (CDFI) that serves all of Minnesota and whose mission is to transform our community by creating economic opportunities for Latinos/as/e. Since 2003, LEDC has worked with aspiring entrepreneurs and existing small businesses to offer technical assistance, business development strategies, and access to affordable capital for equipment, working capital, and/or land/building acquisition or rehabilitation needs. Our vision is a thriving multicultural community enriched with Latino leadership, culture, and economic influence. With over 370,000 Latinos in MN representing 6% of the population it is imperative to have a presence in the region.

*El Centro de Desarrollo Económico Latino (LEDC, por sus siglas en inglés) es una Institución Financiera de Desarrollo Comunitario (CDFI, por sus siglas en inglés) sin fines de lucro que sirve a todo Minnesota y cuya misión es transformar nuestra comunidad mediante la creación de oportunidades económicas para los latinos. Desde 2003, LEDC ha trabajado con aspirantes a empresarios y pequeñas empresas existentes para ofrecer asistencia técnica, estrategias de desarrollo empresarial, acceso a fondos de préstamos para la creación o expansión de empresas, necesidades de equipamiento, capital de trabajo y/o adquisición o rehabilitación de terrenos/edificios. Nuestra visión es una comunidad multicultural próspera enriquecida con liderazgo, cultura e influencia económica latina. Con más de 370,000 latinos en Minnesota, que representan el 6% de la población, es imperativo tener presencia en la región.*

**Position:** Economic Development Manager

**Reports to:** Director of Operations / Executive Director (?)

**Employment Classification:** Full-time, Exempt

**Location:** Saint Paul, MN



# Latino Economic Development Center

*Centro para el Desarrollo Económico Latino*

## **Job Summary:**

The Economic Development Manager will lead LEDC's Business Recruitment, Retention, and Expansion work which includes business development, technical assistance, and entrepreneurial support efforts to strengthen new and existing Latino-owned businesses and advance economic mobility across Minnesota. This role oversees a portfolio of economic development programs, supervises staff, and drives strategic initiatives that expand access to resources, capital, and opportunities for new, emerging and established entrepreneurs. The Business Development Manager ensures program alignment with LEDC's mission, cultivates partnerships with public and private stakeholders, and supports the development of high-quality business plans that prepare clients for lending and long-term success. This position requires strong leadership, supervisory experience, program and project management expertise, and a deep understanding of community development within culturally diverse and underserved communities.

## **Duties & Responsibilities:**

### **Program Initiatives & Operations (40%)**

- Manage and contribute to the development and implementation of business development programs, technical assistance efforts, and entrepreneurial support initiatives.
- Develop and implement new business development initiatives for youth entrepreneurship, women, target industries, and other under-resourced communities.
- Lead the development of resources, tools, and strategies that help small businesses launch, scale, and access financing opportunities.
- Support the design of business planning approaches, curriculum, and client-facing materials that advance operational readiness and lending preparedness.
- Coordinate closely with LEDC's Lending, Agriculture, and Communications teams to ensure continuity of service and seamless program delivery.
- Track industry trends, competitive landscapes, and emerging opportunities to inform program decisions and identify new areas for growth.
- Ensure that all program deliverables, milestones, and reporting requirements are met in accordance with organizational and grant-funded expectations.

### **Communication, Leadership & Supervision (25%)**

- Model effective leadership, communication, collaboration, and client-centered service delivery across all program areas.
- Communicate organizational mission, objectives, and expectations to staff, translating strategic priorities into actionable tasks.



# Latino Economic Development Center

*Centro para el Desarrollo Económico Latino*

- Support hiring, onboarding, and training processes to ensure staff are equipped to deliver high-quality services to entrepreneurs.
- Communicate regularly with Executive Director and the Director of Operations on development of program initiatives
- Provide direct supervision, coaching, and professional development to business development staff, fostering a culture of high performance and continuous improvement.
- Establish clear goals, workflows, and accountability measures to support team productivity and program alignment.

## **Compliance, Reporting & Financial Oversight (20%)**

- Prepare and contribute to grant reports, proposals, presentations, and internal updates to ensure accurate documentation of program outcomes.
- Work closely with the Executive Director, Director of Operations, and Finance Director to support program budgeting, financial reporting, and compliance with funder requirements.
- Review and evaluate client projects, budgets, and resource use to ensure alignment with funding parameters and organizational priorities.
- Track and analyze program data to assess progress toward strategic goals and inform continuous program improvement.

## **Outreach, Partnerships & Stakeholder Engagement (15%)**

- Establish and maintain strong relationships with government agencies, financial institutions, business networks, and community partners.
- Represent LEDC at community events, workshops, and meetings to expand visibility and promote entrepreneurial development services.
- Identify partnership opportunities that strengthen service delivery and increase access to resources for entrepreneurs.
- Collaborate with regional partners to advance LEDC's mission and support Latino businesses across urban and rural communities.

## **Other duties as assigned**

## **Knowledge, Skills, and Abilities**

### **Required**

- Bilingual in Spanish and English (verbal and written).
- Two (2) years of experience working with small businesses either as a consultant, advisor, or in management.
- Understanding of Minnesota business regulations, compliance requirements, and business licensing and permitting processes.



# Latino Economic Development Center

*Centro para el Desarrollo Económico Latino*

- Experience working with underrepresented, immigrant, or culturally diverse communities.
- Strong interpersonal, communication, and public speaking skills.
- Ability to build trust and develop relationships with diverse stakeholders, including small business owners, partners, and community organizations.
- Project and program management skills, including the ability to plan, organize, and independently manage multiple concurrent projects and priorities to meet deadlines.
- Excellent organizational and time management skills with strong attention to detail.
- Ability to translate technical, business, or financial concepts into accessible and culturally relevant language for clients.
- Problem-solving, decision-making, and conflict resolution skills.
- Ability to collaborate effectively in a team-oriented, mission-driven environment.
- Experience supporting or ensuring grant compliance, funder reporting, and data tracking.
- Skills in marketing, outreach, and storytelling to engage entrepreneurs and community partners.
- Ability to mentor, coach, or guide new and emerging entrepreneurs in business development and operational planning.
- Ability and willingness to travel across Minnesota for meetings, workshops, and client visits (valid driver's license required).
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Teams).

## **Preferred**

- Experience working in a CDFI, nonprofit lending environment, or small business development program.
- Knowledge of Minnesota's regional economies and local business ecosystems.
- Experience delivering workshops, cohort trainings, and one-on-one technical assistance.
- Familiarity with Salesforce, Microsoft Teams, OneDrive and SharePoint.
- Ability and interest in working in various locations across Minnesota, including rural communities.

## **Qualifications:**

- Bachelor's degree (BA) in Business Administration, Finance, Public Administration, Economics, Community Development, or related field; or three (3) years of related experience and/or training; or an equivalent combination of education and experience.
- Valid driver's license.
- Requires movement of equipment, documents, or work materials up to 30 pounds.



# Latino Economic Development Center

*Centro para el Desarrollo Económico Latino*

## **Compensation and Benefits:**

This is a full-time, grant-funded position. The pay range for this role is **\$72,000-\$80,000 per year**, depending on qualifications and experience. Some work may be performed at partner agency locations across Minnesota.

- **Hours:** Monday–Friday, 9:00 a.m.–5:00 p.m., with occasional evenings or weekends as needed.
- **Benefits:** Employer-paid medical, dental, vision, short-term disability, and long-term disability; 9 paid holidays (including two floating holidays); paid time off from Christmas Eve through New Year's Day; Paid Parental Leave.

## **Physical Requirements:**

This role requires the ability to move equipment, documents, or work materials up to 30 pounds.

## **Equal Employment Opportunity**

LEDC celebrates diversity and is committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Reasonable accommodations will be provided for applicants with disabilities. If you are an individual with a disability who needs assistance, please contact [careers@ledcmn.org](mailto:careers@ledcmn.org) and indicate what assistance is needed.

LEDC regrets that it is unable to offer H-1B sponsorship at this time. The successful candidate must be able to accept work in the U.S. by the day employment begins.

## **To Apply**

Please send a cover letter, resume, and three references to [careers@ledcmn.org](mailto:careers@ledcmn.org).

Applications will be accepted until the position is filled; however, applications received by **[XX]** will receive priority consideration.

*Latino Economic Development Center 804 Margaret Street, Saint Paul, MN 55106*