

## **Business Disaster Recovery Case Coordinator Position Summary**

The Business Disaster Recovery Case Coordinator is responsible for working with the local business community in Marshalltown impacted by the recent tornado to recover, reinvent and reinvest into a thriving downtown community over the next two years. The Business Disaster Recovery Case Coordinator is an advocate and partner for our local impacted businesses and will provide needs analysis and data collection, connect businesses to workshops and advisory services provided by economic development partners, and will help retain and create jobs in the region.

This role will require strong interpersonal skills and the ability to work effectively with people from diverse backgrounds. It will also require strong knowledge of business development and funding initiatives at the local, state and federal levels and the ability to interface and advocate with the organizations sponsoring those initiatives. Experience with historical building preservation and revitalization projects is strongly preferred.

### **Job Responsibilities:**

- Conduct needs analysis and follow up interviews as necessary with impacted business and building owners.
- Provide advisory support for code and zoning compliance, historical preservation standards, and project execution. Work with the MCBBD design committee to develop improved communication of design standards.
- Gather and organize data so that unmet needs can be identified and overall strategies can be implemented. Communicate needs to the larger community in Marshalltown and ensure that resources are available to meet needs.
- Help interpret building code, design requirements, and grant requirements. Serve as a line of communication between the local government and the business community as needed.
- Identify opportunities for business development through partner organization workshops, mentoring or other events.
- Assist with gathering documentation for use in supporting community communications, advocacy and long-term impact metrics

### **Knowledge & Skill Requirements:**

- Ability to work with business owners from diverse backgrounds. Spanish language skills are a plus, and ability to work with interpreters may be required in some cases.
- Demonstrated skills in supporting business or building projects and providing support for grant applications.
- Ability to partner across organizations and with public and private entities to provide resources, support and guidance.
- Strong work ethic and ability to work independently and manage time and resources effectively.
- Experience with historic restoration and building revitalization projects.
- Demonstrated ability to build relationships with independent building and business owners.
- Experience working with government and planning commissions and ability to provide guidance on compliance with design standards.

### **Educational Requirements:**

- A bachelor's degree and a minimum of 10 years of experience in business or economic development.

### **How to Apply:**

Interested applicants should email or mail a cover letter, resume and references to:

Julie Winter, Senior Planner  
Region 6 Planning Commission  
903 East Main Street  
Marshalltown, Iowa 51058  
[jwinter@region6planning.org](mailto:jwinter@region6planning.org)

Applications will be accepted until April 19, 2019 at 5:00 PM. This is a full-time position with compensation DOQ. The position will be offered for a one-year contract period, renewable for an additional year contingent on grant funding. Region 6 Planning Commission is an Equal Opportunity Employer.