

Assistant Executive Director– Projects & Administration (Full-Time, 40 Hours/Week, On-Site, Exempt)

Albert Lea Economic Development Agency (ALEDA)

About ALEDA

The Albert Lea Economic Development Agency (ALEDA) is the local economic development organization serving Albert Lea and Freeborn County. ALEDA combines the Albert Lea Port Authority (a governmental non-profit) and Greater Jobs, Inc. (a private non-profit economic development corporation).

- Mission: To provide and promote services and resources to retain, expand, create, and attract businesses and quality employment opportunities in Freeborn County.
- Vision: To be recognized as a catalyst for community development, building a strong economy and improving the quality of life in Albert Lea and Freeborn County.
- Core Values: Collaboration • Innovation • Excellence • Responsiveness

Position Overview

The Assistant Executive Director– Projects & Administration (Full-Time, 40 Hours/Week, On-Site, Exempt) will support ALEDA’s Executive Director of Strategic Initiatives & Projects (2026/27) and the Finance and Operations Director in carrying out organizational strategies, managing projects, providing administrative support, and engaging with community stakeholders. This is a hands-on, developmental role designed for a professional who is eager to gain experience in economic development, project management, finance, administration, and organizational leadership while working directly in ALEDA’s Albert Lea office.

The individual in this role will work closely with the Director of Strategic Initiatives & Projects, Finance & Operations Director, staff, and the Board to advance ALEDA’s mission. This position also serves as a visible ambassador for ALEDA’s mission and vision, actively engaging with city, county, and community leaders.

Key Responsibilities

Project Coordination

- Assist in planning, coordinating, and tracking ALEDA projects.
- Develop progress reports, timelines, and documentation for initiatives.
- Support staff and community partners in day-to-day project tasks.

Community & Stakeholder Engagement

- Help represent ALEDA at community meetings and events.
- Build and maintain relationships with local businesses, government representatives, and regional partners.
- Provide timely updates and communications on ALEDA's initiatives.

Organizational, Finance & Administrative Support

- Provide administrative support for ALEDA programs and initiatives.
- Assist with scheduling, meeting coordination, and maintaining records.
- Draft and edit reports, presentations, agendas, and correspondence.
- Support the Finance and Operations Director with financial tracking, data entry, invoices, and document management.
- Contribute to smooth daily operations and ensure effective communication within the team.

Learning & Professional Development

- Receive mentorship from the Director of Strategic Initiatives & Projects and the Finance and Operations Director.
- Build knowledge of economic development programs, policies, and best practices.
- Develop leadership, project management, finance, and administrative skills through hands-on experience.

▪ Project Management

- Plan, coordinate, and oversee key projects from conception to completion.
- Develop project timelines, work plans, and performance measures.
- Ensure projects are delivered on time, within scope, and aligned with ALEDA's strategic objectives.
- Support staff and partners in effective project execution.

▪Community Engagement

- Represent ALEDA in the community, serving as a trusted resource and advocate.
- Partner with local, regional, and state organizations to drive economic growth.
- Promote ALEDA's role as a catalyst for business development and community vitality.

Qualifications

Education & Experience

- Bachelor's degree (completed or in progress) in business, finance, planning, political science, communications, or a related field.
- Minimum of 1-3 years of relevant work experience in project coordination, administration, finance, business development, or community engagement.
- Experience in economic development, governmental, nonprofit, or professional consulting settings is a plus.

Skills & Abilities

- Strong organizational, administrative, and time management skills.
- Ability to communicate clearly, both in writing and verbally.
- Effective public speaking, relationship-building, and conflict management abilities.

- Attention to detail with the ability to manage multiple tasks simultaneously.
- Proficiency with Microsoft Office, QuickBooks, or other financial/accounting software is a plus.
- Comfortable working in a collaborative, team-oriented environment.
- Interest in economic development and community impact.
- Continuously expanding building knowledge of federal, state, and local economic development programs.
- Growing project management skills, including planning, coordination, and execution.

Position Details

- Title: Assistant Executive Director - Projects & Administration
- Type: Full-Time (40 Hours/Week), Exempt
- Reports to: Director of Strategic Initiatives & Projects (2026), ALEDA Board Directors (2027 and ongoing), with support duties to the Finance and Operations Director
- Location: On-Site at ALEDA office, Albert Lea, Minnesota meetings and events.
- 2026 Salary range: \$75,000-\$85,000 and a year with benefits (\$5-7K).
- PTO: Employee receives 20 days of PTO annually. Four (4) days are provided upon hire, and the remainder accrues proportionally for the rest of the calendar year, based on the employee's start date.

Why Join ALEDA?

This is a unique opportunity to work closely with ALEDA's leadership while gaining hands-on experience in administration, finance, project management, and community development. As the Assistant Executive Director – Projects & Administration, you'll develop practical skills, grow your professional network, and contribute directly to initiatives that strengthen Albert Lea and Freeborn County — all while receiving mentorship to advance your career in economic, finance, and community development.