

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

PROGRESS PARK BUSINESS PARK REPRESENTATIVE

The Virginia/Eveleth Economic Development Authority (VEEDA) is seeking a representative for overall administrative, financial, operations, and prospects/lead coordination for an 80-acre business park located in Eveleth/Virginia.

Desired qualifications for this position include previous Business Administration experience; must be an independent thinker, a self-starter, have proficient decision-making and problem solving skills, must be computer literate (including but not limited to word processing, spreadsheet, data base, and preferably experience working with graphics); must possess strong interpersonal communication skills, an understanding of contract administration, and the ability to work with the appointed VEEDA Board and elected officials of both Eveleth and Virginia.

This position reports to and is accountable to the VEEDA Joint Powers Authority. Office located in Eveleth/Virginia with an estimated 20 hours per month required. For a full listing of job duties, please view the City of Eveleth website at www.evelethmn.com or the Virginia Economic Development website at www.virginia-mn.com.

Interested persons shall submit cover letter with resume and fee requirements as an independent contractor to: **VEEDA, 327 1ST STREET SOUTH, VIRGINIA, MN 55792** by 4:00 pm February 1, 2008.

MDN (wide circulation) – Sunday and Wednesday
League of MN Cities Website
IRRRB
Eveleth Scene
Workforce Center

JOB DESCRIPTION

- I. **TITLE:** PROGRESS PARK BUSINESS PARK REPRESENTATIVE
- II. **RATE OF PAY:** TO BE NEGOTIATED
- III. **REPORTS TO:** VEEDA (Virginia/Eveleth Economic Development Authority)
- IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties):

1) ***Administrative***

- Record and maintain record of meeting minutes of VEEDA Board meetings.
- Mail minutes, agendas, and all pertinent information to VEEDA Board members and city staff.
- Receive, distribute and respond to correspondence as directed by VEEDA Board.
- Handle logistics of meetings.
- Maintain an orderly file system.
- Provide an activity report at each monthly VEEDA Board meeting. Special reports only if requested.
- Supervise contractors' services.
- Develop and monitor Progress Park website and respond promptly to all inquiries.
- Provide updates on Progress Park for incorporation into partner web sites.

2) ***Financial***

- Send monthly rent notices in a timely manner.
- Receive, deposit and record rent receipts.
- Follow-up on delinquent rents.
- Maintain and submit monthly financial reports to assigned community financial representative.
- Submit all pertinent information to accountant or assigned community financial representative for end of year reports.
- Review and prepare listing of payments for Board action.
- Conduct best cost analysis on contracts/projects - Present to VEEDA Board for review.
- Research best cost contracts.

3) ***Operations***

- Monitor/maintain building(s) operations in an efficient manner.
- Arrange for building and grounds maintenance as needed.
- Act as first contact in emergency situations.
- Monitor tenant leases.
- Considered part-time basis (4-10 hours per week); on call for emergencies or when primary community assigned staff is inaccessible - either out of town, on vacation, etc.

4) Prospects/Leads

- Respond to lead inquiries in a timely manner.
- Coordinate site visits.
- Coordinate technical assistance.
- Participate in lease negotiations with city staff and/or Board (within Board parameters).
- Close agreement with new tenants with Board authorization.
- Identify and track sources of leads and prospects to target marketing efforts.
- Submit a brief, confidential report of leads for the Board.
- Network with lead generators and business assistance providers.
- Work with new businesses or expansions from outside the region.
- Work with expansions from existing businesses within the region.
- Act as contact for walk-in solicitors, inquirers, tours, etc.