



Finance Director

\$100,000 to \$125,000

**Arrowhead Regional
Development Commission**

Serving Northeast Minnesota

Established in 1969 under Minnesota’s Regional Development Act, the Arrowhead Regional Development Commission (ARDC) serves as the regional planning and development organization for northeastern Minnesota, throughout Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis Counties. The Commission works in partnership with local governments, state and federal agencies, nonprofit organizations, and regional stakeholders to address issues that extend beyond individual jurisdictions and require coordinated regional solutions.

ARDC’s mission is to provide local governments and community organizations a collaborative framework for identifying needs, solving complex problems, and fostering local leadership. Through planning, coordination, and strategic investment, the organization helps communities strengthen economic opportunity, infrastructure systems, and quality of life across the region.

ARDC operates through three primary divisions that deliver specialized programs and services to communities and residents throughout the region:

- **ARDC Planning Division** – Leads regional and community planning initiatives, economic development strategies, and implementation of the region’s Comprehensive Economic Development Strategy (CEDs), while supporting local governments with planning, infrastructure, and development projects.
- **Arrowhead Area Agency on Aging** – Designated under the Older Americans Act, this division provides services, advocacy, and coordination to support older adults, caregivers, and aging-related programs across northeastern Minnesota.
- **Duluth-Superior Metropolitan Interstate Council (MIC)** – Serves as the federally designated metropolitan planning organization for the Duluth-Superior region, coordinating transportation planning, regional mobility initiatives, and federal transportation funding programs.

ARDC is governed by a regional Commission and Board and supported by an interdisciplinary staff of approximately 47 that works collaboratively with local governments, regional partners, and community organizations. Through its programs and partnerships, the organization helps communities access resources, coordinate long-range planning efforts, and implement initiatives that strengthen the long-term vitality of the Arrowhead Region.

People & Communities



- 325,716 Residents
- 7 Counties
- 70 Cities & Towns
- 180 Townships
- 34 School Districts
- 4 Tribal Nations

Geography & Scale

- 19,946 Square Miles
- 23% of MN’s Land Area
- 13,650 Miles of Highway
- 5 Commercial Ports



Natural & Regional Assets

- 63% Public Land
- 2 National Forests
- 4,621 Miles of Shoreline
- 259 Miles of Lake Superior Shoreline



Economic Context

- \$9M+ Federal Investments (2024)
- \$17M+ Revolving Loan Fund Distributed
- 1,122 Jobs Created
- 3,260 Jobs Retained

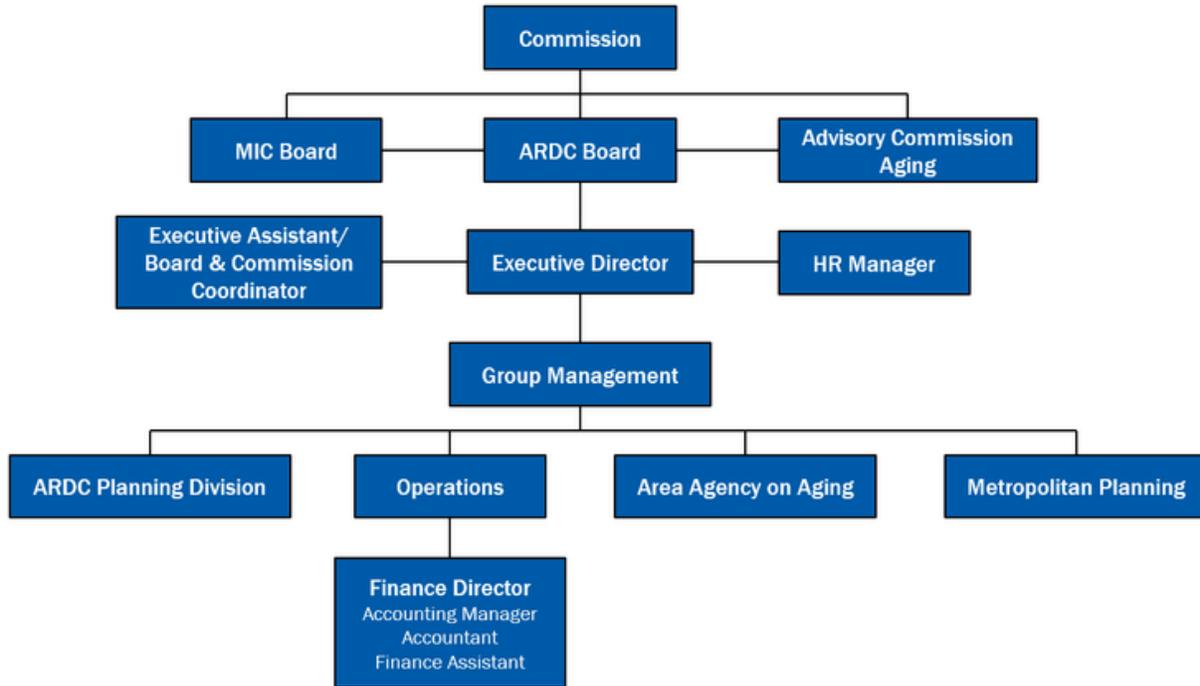
Strategic Focus Areas



- Economic Competitiveness
- Workforce & Human Capital
- Broadband Expansion
- Housing Access
- Resilience & Sustainability
- Regional Collaboration

Organizational Structure

ARDC operates through three primary divisions - ARDC Planning, the Arrowhead Area Agency on Aging, and the Duluth-Superior Metropolitan Interstate Council, and is supported by finance, human resources, and administrative functions. The Executive Director provides overall leadership for the organization and works closely with division directors to guide regional initiatives and operations.



Budget at a Glance

	2025 Budget	2026 Budget
Salaries & Benefits	\$4.13M	\$4.63M
Contracts/Subawards	\$3.81M	\$1.49M
Revolving Loan Fund Distribution	\$950,000	\$1.58M
Other Operating Costs	\$1.13M	\$1.5M
Total Budget	\$10.02M	\$9.2M

Major Revenue Sources	2025	2026
Federal Grants	\$1.27M	\$1.63M
State Grants	\$1.13M	\$2.42M
Federal Service Contracts	\$2.23M	\$1.79M
State Service Contracts	\$3.11M	\$286,711
County Levy	\$761,513	\$784,358
Other Revenue & Interest	\$1.52M	\$2.29M

Core Duties

- Provide strategic leadership and oversight of the organization's financial operations, including accounting, payroll, accounts payable/receivable, and financial reporting.
- Lead and mentor finance staff while promoting cross-training, collaboration, and professional development.
- Direct preparation of monthly financial statements and financial reports for the Executive Director, Board, and Commission.
- Lead development and monitoring of the agency-wide annual budget and financial forecasts.
- Provide financial analysis, reporting, and recommendations to support organizational planning and decision-making.
- Ensure compliance with federal, state, and grant funding requirements, including applicable CFR standards.
- Serve as the primary liaison with external auditors and coordinate the annual audit process.
- Oversee financial aspects of contracts, grants, and Board or Commission actions to ensure fiscal integrity and compliance.
- Maintain strong internal controls, risk management practices, and financial policies to safeguard agency assets.
- Monitor agency cash flow, investments, and banking relationships to maintain financial stability.
- Provide guidance and training to managers and division directors on budgeting, financial reporting, and grant compliance.
- Support development and implementation of agency financial policies and procedures.
- Provide financial leadership and insight to support strategic initiatives and long-term organizational sustainability.
- Represent the agency in financial and governmental settings and perform additional duties as assigned.



Desired Attributes

- Experienced public sector finance professional with strong knowledge of governmental accounting, revolving loan programs, investment strategies, grant administration, and regulatory compliance.
- Analytical and strategic financial advisor who can translate complex financial information into clear insights for the Executive Director and Board.
- Collaborative and supportive leader who works effectively with program managers and staff across departments.
- Change-oriented professional comfortable modernizing systems, improving processes, and leading financial technology upgrades.
- Detail-oriented and accountable manager who maintains strong internal controls while supporting organizational efficiency.



Key Priorities and Goals

- Modernize financial systems and processes, including evaluating and implementing integrated financial software, reducing paper-based workflows, and improving overall efficiency across departments.
- Develop and document financial policies, procedures, and internal workflows to clarify roles and responsibilities, strengthen accountability, and support consistent onboarding and training for finance staff.
- Improve cross-department coordination and communication by establishing consistent financial and grant management practices across ARDC's divisions and reducing siloed processes related to funding and reporting.
- Strengthen financial and grant reporting processes, including establishing regular reviews of spending against budgets to enhance transparency, oversight, and decision-making for leadership and the Board.
- Provide strategic financial leadership and oversight of ARDC's grant funding and revolving loan programs, ensuring compliance with federal and state requirements while supporting the organization's long-term financial sustainability.



Organization: Arrowhead Regional Development Commission (ARDC)

Position: Finance Director

Salary: \$100,000 to \$125,000

Benefits: Health, dental, life, and disability insurance, PERA retirement, paid time off, holidays, employee support programs, and more

Application Deadline: April 12, 2026

Job Summary: The Finance Director provides leadership for ARDC's financial operations and long-term fiscal health. Reporting to the Executive Director, the position oversees accounting operations, budgeting, financial reporting, forecasting, internal controls, and regulatory compliance while leading the finance team. The role also prepares financial analyses, supports audit activities, reviews financial components of contracts and resolutions, and provides strategic financial guidance to leadership.

Minimum Qualification: Master's degree and six years of job-related experience, or bachelor's degree with eight years of job-related experience, or two-year degree with ten years related experience or a high school graduate and twelve years of related experience. CPA certification preferred but not required. Government accounting and/or legal experience is helpful.

Apply: Visit <https://daviddrown.hiringplatform.com/382377-arrowhead-regional-development-commission-finance-director/1456881-application-form/en> and complete the application process by April 12, 2026. Finalists will be selected on April 17, 2026, and final interviews will be held on April 24 and 27, 2026.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.

EOE/AA/M/F/Vet/Disability/LGBTIQ/Age-Friendly Employer