



Community & Economic Development Director

Hiring Range: \$119,662 to \$132,475

Full Range: \$119,662 to \$151,715

ABOUT FAIRMONT

A Regional Community with a Distinctive Quality of Life.

Located in southern Minnesota, Fairmont offers the amenities and opportunities of a regional center while maintaining the familiarity and connection of a welcoming hometown. The community serves an area of more than 80,000 people, providing employment, healthcare, education, shopping, recreation, and other services to residents throughout the surrounding region.

Known as the City of Five Lakes, Fairmont's natural setting is integral to its history, character, recreation, and quality of life. The interconnected lakes of Hall, Budd, Amber, George, and Sisseton offer year-round opportunities for boating, fishing, kayaking, swimming, winter recreation, and lakeside enjoyment.

Fairmont also offers a historic downtown, local shops, restaurants, an extensive park system, cultural attractions, and a strong sense of community. Its agricultural roots, established employers, and forward-looking approach combine to create a vibrant place to live, work, and invest.

FAIRMONT AT A GLANCE



Population
10,000+



Regional Area
80,000+



**City of
Five Lakes**



**Strong Regional
Employment Center**



**Diverse
Economy**



**Parks, Trails, and
Recreation**



**Historic
Downtown**



**Local shops and
Restaurants**



**Arts and Cultural
Amenities**



LIFE IN FAIRMONT

Lakes. Parks. Arts. Education. Healthcare.
A Great Place to Call Home.

RECREATION & THE OUTDOORS

Outdoor recreation is part of everyday life in Fairmont. The community's chain of lakes provides year-round opportunities, while an extensive park and trail system connects residents with the area's natural environment. Fairmont also offers golf, disc golf, an aquatic park, sporting facilities, camping, and numerous community recreation opportunities.

ARTS, CULTURE & DOWNTOWN

Fairmont's historic downtown remains an important gathering place and commercial center, with local shops, restaurants, and historic architecture. Cultural amenities include the Fairmont Opera House, Red Rock Center for the Arts, and Martin County Historical Society Museum, along with community festivals, concerts, and special events throughout the year.

EDUCATION

Fairmont offers both public and private K-12 educational opportunities along with access to higher education. Education and workforce development are also closely connected to Fairmont's long-term economic development goals as the community works to attract and retain residents, employers, and skilled workers.

HEALTHCARE

Fairmont serves as an important healthcare center for the surrounding region. The City's comprehensive planning work identifies healthcare as both an essential community service and an economic development opportunity, with one hospital and multiple clinics located in the community, including Mayo Clinic Health System services.



THE ORGANIZATION

A Full-Service Municipal Organization.

The City of Fairmont is a home rule charter city with a Council-Administrator form of government. The City Council is composed of six elected officials who govern the issues related to the City of Fairmont. The Mayor and Councilmember-At-Large are elected by all Fairmont citizens. The remaining four Council Members are elected by the citizens of the ward they represent. The Mayor and Council Members are elected for a four-year term.

The City provides a broad range of municipal services that support the community's quality of life, economic vitality, infrastructure, safety, and long-term development. The organization's work extends from public safety and public works to utilities, parks and recreation, planning, development, and other essential community services.

Fairmont also operates municipal utility systems that provide electric, water, sanitary sewer, and storm sewer services to residential, commercial, and industrial customers. The City's infrastructure, facilities, public safety services, and community investments play an important role in supporting residents, businesses, and organizations throughout Fairmont.



THE DEPARTMENT

The City is bringing its community development and economic development functions together as the Community & Economic Development Department, creating a more integrated approach to growth, redevelopment, business development, housing, land use, and development services.

The department's work touches nearly every aspect of how Fairmont grows and changes. Its responsibilities include:

Planning & Zoning

Guiding Fairmont's long-range development; administering zoning and subdivision regulations; supporting the Planning Commission and Board of Zoning Appeals; assisting property owners, businesses, and developers with development proposals and land-use applications.

Building Safety & Development Services

Overseeing residential and commercial construction, reviewing plans for code compliance, issuing permits, conducting inspections, and helping ensure that development meets applicable standards.

Economic Development

Supporting business retention and expansion, recruitment, financing, workforce development, site development, redevelopment, and efforts to strengthen Fairmont's overall business environment. Fairmont's economic development strategy also recognizes housing as an important component of workforce and business growth.

Housing & Neighborhoods

Working with community partners to encourage new housing, redevelopment and infill, housing rehabilitation, affordability, neighborhood investment, and safe, well-maintained properties.

Code Enforcement & Property Maintenance

Supporting neighborhood quality through fair and consistent enforcement, proactive education, property maintenance efforts, and coordination across City departments.

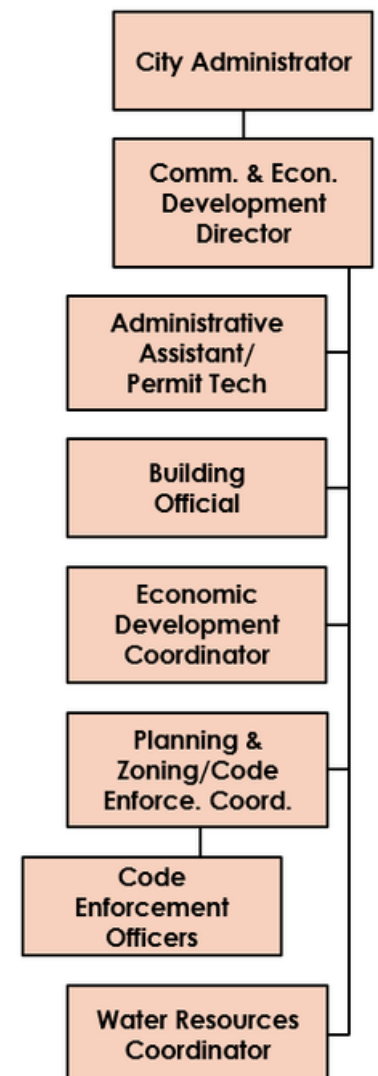
Natural Resources & Lakes

Helping protect and manage the natural resources that are central to Fairmont's identity while balancing environmental stewardship with recreation, development, and economic opportunity.

Department Budget

2026 \$1,219,714

2025 \$1,311,173

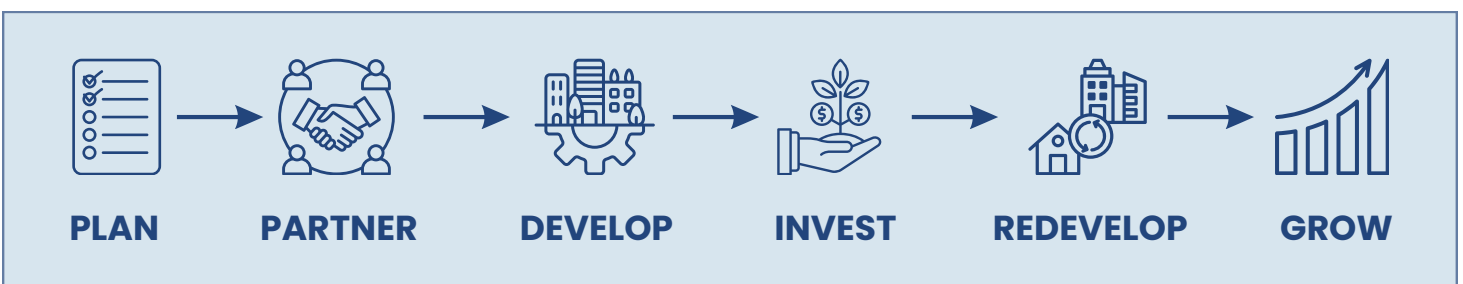


POSITION RESPONSIBILITIES

Lead. Collaborate. Implement. Make a Difference.

The Director will:

- Provide strategic leadership for Community & Economic Development Department operations and establish short- and long-range priorities.
- Lead, supervise, coach, and evaluate department staff.
- Lead business recruitment, retention, expansion, redevelopment, and economic development initiatives.
- Oversee development and redevelopment activities, land-use permitting, zoning administration, building-code compliance, rental housing registration, and property maintenance.
- Lead implementation of community planning and development goals.
- Coordinate the development and implementation of a Lakes Management Plan.
- Manage department programs, budgets, grants, and projects.
- Maintain business, vacancy, development, and economic data and use that information to inform strategies and decisions.
- Work closely with developers, contractors, businesses, residents, housing partners, and public agencies.
- Advise and support the Economic Development Authority, Planning Commission, Board of Zoning Appeals, and Housing and Redevelopment Authority.
- Help advance the City's housing goals, policies, and priorities.
- Prepare and present reports, recommendations, and information to elected officials, boards, commissions, and the public.
- Oversee community and economic development marketing and educational efforts.
- Promote high-quality customer service, transparency, collaboration, and continuous improvement.



DESIRED ATTRIBUTES

Relationship Builder and Communicator

Builds trust and productive relationships with City staff, elected officials, residents, businesses, developers, community organizations, and regional partners. Communicates complex issues clearly and effectively and is comfortable serving as a visible representative of the City.

Collaborative and Team-Oriented Leader

Builds a strong, unified department and works effectively across departments and with the City Administrator and leadership team. Supports staff, values their expertise, and creates an environment of trust, accountability, and teamwork.

Strategic and Forward-Thinking

Can develop a clear vision for community and economic development, identify opportunities, establish priorities, and turn ideas into actionable plans. Brings fresh ideas and an understanding of how communities can position themselves for long-term growth and investment.

Resilient and Politically Aware

Understands the complexities of working in a highly visible public environment and can navigate differing perspectives with professionalism, sound judgment, and composure. Listens to concerns, explains the rationale behind decisions, and remains focused on the City's goals.

Action-Oriented and Strong in Follow-Through

Brings organization, accountability, and a willingness to roll up their sleeves and get the work done. Can manage multiple priorities, establish milestones, move projects forward, and follow through on commitments.

2026

32
MANUFACTURING
BUSINESSES



1,160
EMPLOYED

2026

72
HEALTHCARE/
SOCIAL ASSISTANCE



1,020
EMPLOYED

2026

80
RETAIL TRADE
BUSINESSES



965
EMPLOYED

2026

20
EDUCATIONAL
SERVICE
BUSINESSES



852
EMPLOYED

2026

109
OTHER SERVICES



693
EMPLOYED

2026

36
ACCOMMODATION/
FOOD SERVICE



684
EMPLOYED

PROJECTS & PRIORITIES

Establish a Clear Community & Economic Development Work Plan

Assess current projects, policies, procedures, and department capacity; establish priorities and milestones; and create a foundation for consistent follow-through and long-term success.

Strengthen Business Retention, Expansion, and Attraction

Build relationships with existing businesses, developers, property owners, the Chamber, FEDA, DEED, and other partners; develop a proactive business outreach strategy; and position Fairmont to attract sustainable new investment and employment opportunities.

Advance Housing and Property Redevelopment

Build on the City's recent housing study by identifying opportunities for new, affordable, and diverse housing; advance housing rehabilitation; and develop strategies to address vacant, dilapidated, and blighted properties.

Advance Downtown and Community Redevelopment Initiatives

Help guide downtown revitalization, redevelopment of underutilized properties, and strategic use of available land and buildings, including the former 3M property and other opportunities for new investment.

Strengthen Development Processes, Policies, and Technology

Complete and implement planning and zoning code updates, improve development and permitting processes, advance community development software, and strengthen coordination among planning, zoning, building, engineering, and economic development functions.

Advance Key Community Investments and Quality of Life Initiatives

Help identify and secure resources for priority projects, including appropriate use of Local Option Sales Tax funds, lake and water-quality initiatives, parks and recreation, and other projects identified by the City Council and community.



QUALIFICATIONS & COMPENSATION

Minimum Qualifications

- Bachelor's degree in Community Planning, Economic Development, Public Administration, Business Administration, Economics, or a related field.
- Five (5) years of progressively responsible experience in planning, economic development, community development, housing, and/or redevelopment, including some supervisory experience.

Preferred Qualifications

- Master's degree in a related field.
- American Institute of Certified Planners (AICP) certification.
- Certified Economic Developer (CEcD) or Economic Development Finance Professional (EDFP) certification.



Compensation

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Benefits

The City of Fairmont offers a comprehensive employee benefits package, including:

- Medical, Dental, and Vision Insurance
- HSA/FSA Options
- Life and Disability Insurance
- Wellness Resources
- PERA Retirement
- Paid Leave

Apply

Visit <https://daviddrown.hiringplatform.com/432792-fairmont-community-and-economic-development-director/1627703-application-form/en> and complete the application process by November 11, 2026. Finalists will be selected on November 25, 2026 and final interviews will be held on December 9, 2026.

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



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

Waconia Office
P.O. Box 534
Waconia, MN 55387

Phone: 612-920-3320 x111

Fax: 612-605-2375

liza@daviddrown.com

www.ddahumanresources.com