

## **DIRECTOR OF ECONOMIC DEVELOPMENT**

**Dorchester Bay Economic Development Corporation** seeks to hire a Director of Economic Development to contribute to our robust portfolio of impactful initiatives that seek to make a positive change in and around Dorchester. Dorchester Bay develops affordable housing and commercial real estate, supports our residents through advocacy, capacity building, and empowerment initiatives, helps youth develop advocacy and team-building skills, and supports citizens returning to the community from incarceration.

In recent years, Dorchester Bay's economic development efforts have focused on small business lending. As a micro-lender and a Community Development Financial Institution (CDFI), we continue to recognize the importance of access to capital in economic development in our communities.

We seek an imaginative, energetic, and community-minded Director of Economic Development to play a critical role in charting and implementing our efforts aimed at creating economic opportunity and making a positive economic impact in our neighborhoods and community.

**Nature of Work:** The Director of Economic Development leads Dorchester Bay's economic development efforts and oversees the preparation and implementation of economic and community development plans, programs, and services.

This full-time position is part of Dorchester Bay's senior management team and responsible for driving a cohesive and integrated economic development vision that fits within Dorchester Bay's overall strategic goals and advances business, economic development, and entrepreneurial interests within the community.

This position will include working with other areas of Dorchester Bay's overall activities and providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community, including supporting the entrepreneurial aspirations and employment of citizens returning to the community from incarceration.

The position will also include assistance in the planning and coordination of real estate and community development projects. This position is a direct report to the Chief Executive Officer.

**Essential Duties and Responsibilities:** Directs economic development initiatives to achieve the goals and objectives outlined by Dorchester Bay's strategic plan.

Develops and implements Dorchester Bay's efforts to make a lasting economic impact through support of emerging entrepreneurs and established business as follows:

- Coordinates outreach and provides technical assistance to area entrepreneurs, businesses, and potential borrowers and is responsible for the Dorchester Bay Neighborhood Business Loans fund and, in particular, the microloan program.

- Supports and directly supervises Dorchester Bay's economic development team, which currently includes two loan officers and two re-entry counselors.
- Provides professional economic development advice and serves as an advocate for economic development in line with Dorchester Bay's strategic goals and other more specific/targeted economic development plans and initiatives.
- Maintains a liaison with various local, state, and federal agencies, including the U.S Small Business Administration (SBA), the CDFI Fund and Massachusetts Growth Capital Corporation (MGCC), strengthening those relationships and coordinating projects as deemed necessary and appropriate.
- Provides information and makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Works with Dorchester Bay's Real Estate team to maximize economic development potential and economic impact of real estate projects in which Dorchester Bay and its partners are involved.
- Works with Dorchester Bay's Strategy and Development Team and others as appropriate to prepare grant proposals and applications, contracts, and other documents as may be required for projects and community services.
- Provides strategic guidance to and helps to guide projects which Dorchester Bay and its development or community partners may be pursuing, e.g., the Fairmount Corridor initiative.

**Ideal Candidate:** Our ideal candidate will be passionate about economic and community development and the particular role of CDCs in making a difference at the neighborhood level.

The candidate will be:

- Able to develop and implement project goals, manage budgets and schedules, understand business and personal finance
- A strong communicator who expresses themselves well and builds positive working relationships with other staff members, partners, consultants, funders, and community members.
- A goal-oriented thinker who sets clear priorities, manages multiple tasks, and meets on project benchmarks and deadlines.
- A creative problem solver who possesses an entrepreneurial spirit.

- Energized and motivated to develop initiatives that encourage greater minority participation in the local economy.
- Experienced in micro-lending and small business finance, and with providing technical assistance to small business owners.
- An effective developer of new business opportunities and fundraisers who can assist Dorchester Bay acquire resources to support economic development programs and initiatives, including the small business loan fund.

### **Technical Skills and Qualifications**

- Bachelor's or advanced degree in a discipline related to economic development or business preferred; equivalent experience will be considered.
- Significant experience in small business lending or familiarity with mission-based lending tools, resources and partners.
- Substantial experience in economic and community development, city planning, business, or related field.
- Experience managing projects and teams in a nonprofit, public agency, or private company.
- Excellent ability to communicate and present information clearly both verbally and in writing.
- Conversational knowledge of Spanish, Portuguese, Vietnamese, Haitian Creole, or Cape Verdean Creole highly desirable.

We seek candidates who can jump in and exercise leadership to help guide and strengthen a busy department, collaborate well, embrace our mission, and bring a sense of humor and passion to their work.

### **The Selection Process**

Please submit a cover letter detailing your qualifications for this position and your salary requirements, along with a resume and writing sample to [vpina@dbedc.org](mailto:vpina@dbedc.org). Dorchester Bay EDC seeks to fill this position by July 31, 2020, if not sooner. No phone calls, please.

*Dorchester Bay Economic Development Corporation views diversity, inclusion, and cultural competence as vital guiding principles in all of our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ community, persons with disabilities, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.*