

Director Economic Development

Dorchester Bay Economic Development Corporation, now in our fifth decade of service to our community, seeks to hire a Director of Economic Development to contribute to our robust portfolio of impactful initiatives that “change neighborhoods and change lives” in and around Dorchester. In recent years, Dorchester Bay’s economic development efforts have focused upon small business lending. As a SBA-approved micro-lender and a Community Development Financial Institution, we continue to recognize the role and importance of access to capital in economic development and in our work as a whole.

We also recognize that in order to achieve positive economic impact in the areas that we serve, we will need to develop new initiatives and adjust our focus, as well as to integrate economic development efforts more effectively with other critical elements of Dorchester Bay’s agenda.

We are seeking 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 a variety of tasks in 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 is responsible for articulating and driving a cohesive and integrated economic development vision that fits within Dorchester Bay’s overall strategic plan and that 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 includes 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 lasting economic impact and assists in gathering of information and preparation of studies, reports, and recommendations to achieve such goals.

- Coordinates outreach and provides technical assistance to area entrepreneurs, businesses, and potential borrowers, and is responsible for the Dorchester Bay Neighborhood Business Loans and in particular the Micro Loan Program.
- Supports and directly supervises Dorchester Bay loan officers
- Supports and directly supervises Dorchester Bay's re-entry program and personnel
- Provides professional economic development advice and serves as an advocate for economic development in line with Dorchester Bay's strategic plan 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/or make 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/or its partners are involved.
- Works with Dorchester Bay's Resource 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.

- Able to develop and implement project goals, manage budgets and schedules, understand finance
- An effective and articulate team coordinator who can manage the activities of colleagues, partners and teams.
- A strong communicator who expresses him or herself well and builds positive working relationships with other staff members, partners, consultants, funders, and community

- A goal-oriented thinker who has the ability to set clear priorities among multiple tasks and stay focused on project benchmarks and deadlines.
- A creative problem solver who possesses an entrepreneurial spirit and a willingness to act creatively to solve problems.
- 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.

Technical Skills and Qualifications

- B.A., (Masters or other advanced degree preferred), in a discipline related to economic development or business; relevant experience in lieu of formal degree also considered
- Significant experience in small business lending (especially SBA microlending) or familiarity with mission-based lending tools, resources and partners
- Substantial experience in economic and/or community development, city planning, business or related field.
- Experience managing projects and people in a nonprofit, public agency or private company, with a strong preference for more experienced candidates.
- Experience interacting with public and private community and economic development organizations.
- Excellent computer skills, including spreadsheet, word-processing, Internet, and social media proficiency.
- Ability to present clearly in both oral and written formats.
- 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 to Vpina@dbedc.org. No phone calls please.

Applications will be reviewed and acknowledged as they are received. Dorchester Bay EDC seeks to fill this position as soon as possible.

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.