



Director of Economic Opportunity – Position Overview

Upham’s Corner-based [Dorchester Bay Economic Development Corporation](#) (DBEDC) is seeking an entrepreneurial **Director of Economic Opportunity (DEO)** to play a critical role in charting and implementing our efforts to create and expand economic opportunities in the communities we serve.

Reporting to the Chief Executive Officer, the DEO will oversee the agency’s ~\$5 million loan fund including fund development, technical assistance, operations, and new product development and growth. The DEO will also lead the agency’s workforce development and reentry programming including fundraising, operations, and building a network of partner organizations and employer participants.

Essential Job Functions and Responsibilities

- Direct economic development initiatives to achieve the goals and objectives as set by mission and strategic plans.
- Coach, develop, and lead the economic opportunity team - currently comprised of three loan officers, a reentry manager, and a workforce development manager - including goal setting, performance evaluation, coordinating duties, and supporting staff’s professional development and training.
- Lead department operations, including: program design, data collection, outcomes tracking, program outreach and marketing, and prepare and manage program budgets and reports.
- Expand the impact of DBEDC’s workforce development efforts; identify and develop opportunities to connect residents in the Uphams Corner to anticipated jobs growth in the arts and innovation district and other growth sectors.
- Grow microlending pipeline, improve current loan products and processes, and develop new loan products as needed to meet evolving business needs. Improve and expand technical assistance offerings.
- Represent DBEDC to businesses, civic groups, municipalities, donors, investors, employers, commissions and other groups, and the public on economic development issues, DBEDC programs, services, and plans.
- Liaise with local, state, and federal agencies, including the U.S Small Business Administration (SBA), the CDFI Fund, Massachusetts Growth Capital Corporation (MGCC), and Executive Office of Housing and Economic Development (EOHED) to strengthen relationships and ensure compliance with policies.
- Actively identify and pursue funding opportunities and collaborate with Resource Development team as appropriate to prepare grant proposals and applications, contracts, reports, narratives, promotional materials, and other content to secure resources and articulate the impact and successes of DBEDC’s economic opportunity programming.
- As part of the Senior Leadership team, actively contributes to organizational decision-making and advises CEO as needed.
- Other relevant duties as assigned by the CEO.

Qualifications

- Minimum of five years’ experience in small business lending (especially SBA microlending) and technical assistance or adequate familiarity with mission-based lending tools, resources, and partners is required.
- Relevant budgeting and grants management experience.
- Significant experience managing a high performing team, including coaching employees at various levels; demonstrated ability to influence, communicate and build relationships.
- Understanding of workforce development and/or reentry programs.
- Must be an entrepreneurial and engaging leader with the gravitas to compliment and engender the respect, rapport, and credibility of staff, peers, funders, and policymakers.
- Highly motivated, nimble, and comfortable navigating change and ambiguity.
- Skilled at championing a vision to leverage funding, partnerships, and public awareness.



- Experience with lending, loan tracking and investment software.
- Exceptional English language proficiency including written and verbal communication skills. Verbal and/or written fluency in Spanish, Cape Verdean Creole, or Haitian Creole is a plus.
- Excellent computer skills, including spreadsheet, word-processing, CRMs, and ability to learn new technologies.
- Occasional evening or weekend hours may be required to support activities needed outside of regular business hours.
- Must be able to successfully pass a background check.

Work Environment

DBEDC is a place-based organization with a highly flexible, hybrid work environment. This position requires the ability to work at DBEDC's office in Dorchester, to attend in-person meetings, site visits, and other events in physical environments.

Compensation and Benefits

This is a full-time, salaried, exempt position with a salary range of \$130,000-\$150,000 annually commensurate with experience and qualifications. DBEDC also offers generous paid vacation; twelve paid holidays; three personal days, five days of paid volunteer leave, generous cost-sharing for medical insurance, and a 403(b) plan with a generous employer contribution.

Application Process

DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.

To apply, provide a resume and cover letter that describes your interest in the role and how your qualifications and experience align. Send all applications to jobs@dbedc.org. Please include "Director of Economic Opportunity" in the subject line. No phone calls, please, and thank you.

About Dorchester Bay Economic Development Corporation

Established in 1979, Dorchester Bay Economic Development Corporation ("DBEDC") acts to build a strong, thriving, and diverse community in Boston's Dorchester neighborhoods. Working closely with neighborhoods, residents, businesses, and partners, DBEDC focuses on affordable housing and commercial development, community engagement, and economic development.

As an SBA-approved micro-lender and a Community Development Financial Institution (CDFI), DBEDC is committed to expanding access to capital in our neighborhoods. As one of the founders of the Boston Workforce and Reentry Coalition (BWRC), DBEDC is committed to catalyzing economic mobility for the people it serves.