

# Village Capital



## **Job Description**

**Title:** Manager, Business Assistance

**Reports to:** Director of Community Impact & Innovation

**Location:** Cleveland, Ohio

**Salary range:** \$55,000 to 65,000

### **Summary:**

Village Capital Corporation has over the last couple of years bolstered its commitment to supporting real estate businesses in Northeast Ohio through the targeted provision of capital and a suite of technical assistance and capacity building. This commitment is seen through the design of new innovative programs such as “Contractors on the Rise (COR)” and other initiatives to support minority businesses. As VCC works to innovate through the development of new programs to reach previously underserved businesses and entrepreneurs and design new strategies to better serve its existing portfolio of clients, the need for technical assistance continues to grow.

Reporting to the Director of Community Impact and Innovation, the Manager of Business Assistance will deliver technical assistance to VCC’s clients as determined and provide technical support to a suite of programs. The successful candidate will work to advance programmatic areas related to women and BIPOC contractors and developers, small business lending, and other racial equity and inclusion efforts.

Village Capital Corporation is the Community Development Financial Institutions (CDFI) subsidiary of **Cleveland Neighborhood Progress**.

### **Key Work Functions and Responsibilities**

- Develop and manage a framework for small business engagement, coaching, and technical support
- Provide coaching and day-to-day technical support to participants of various programs run by VCC including Contractors on the Rise (COR) and Equitable Development Initiative (EDI)
- Develop outreach strategies and efforts to build and maintain relationships between VCC and clients and prospective businesses
- Maintain, manage and report on data and other impact metrics relating to technical assistance provided to clients across VCC’s suite of programs
- Coordinate planning, organizing, and communicating with various stakeholders to meet specific organizational and program-related goals
- Provide program management support to VCC’s program management team
- Curate content [digital and traditional media], resources, and information targeted at small businesses with a special focus on women and BIPOC run businesses
- Other duties and responsibilities assigned

**Essential Qualifications**

- At least 2 years of experience in technical assistance or business coaching and advisory role with knowledge of best practices in project and program management
- Excellent interpersonal and communication (written and oral) skills
- Excellent organizational skills and proven ability to work in teams and collaboratively
- A keen understanding of the business and entrepreneurship landscape in Cleveland
- A strong racial equity and inclusion lens
- Ability to conduct research, synthesize and communicate findings
- Proficiency in Microsoft Word, Excel, PowerPoint, Zoom/virtual meeting tools, and online networking and collaborative tools
- A Bachelor's Degree in Public Administration, Macro Social Work, Urban Development, Business Administration, or equivalent with relevant work experience

Application Deadline: May 30, 2022

Submit resume and cover letter to [Kbotchway@ClevelandNP.org](mailto:Kbotchway@ClevelandNP.org)