



## **POSITION DESCRIPTION**

**TITLE:** **Business Development Coordinator**  
**REPORTS TO:** Executive Director  
Fairfax Renaissance Development Corporation (FRDC)

### **SUMMARY OF POSITION DESCRIPTION:**

The Business Development Coordinator is responsible for providing outreach and technical assistance to Fairfax area businesses to support their growth and sustainability as part of a nonprofit community development organization. An energetic team player who can develop and maintain relationships, be responsive to business owner's needs and work as an integral part of the team to spur and maintain revitalization efforts in the area.

### **PRINCIPLE RESPONSIBILITIES:**

1. Cultivate and maintain relationships with businesses in the Fairfax area to help ensure the overall economic health of the Fairfax neighborhood.
2. Work in tandem with the Workforce Development Manager to advocate for employment opportunities with new businesses and refer businesses to FRDC's workforce program.
3. Identify grant opportunities, submit proposals for developing business training, and coordinate training schedules with technical training providers and organizational partners.
4. Knowledge of existing programs to assist small business development.
5. Develop and maintain a business directory.
6. Develop a quarterly business newsletter highlighting and promoting area businesses.
7. Assist the Executive Director and Senior Project Manager with real estate projects as required.
8. Complete required monthly City of Cleveland reports documenting outreach and marketing activities.
9. As necessary, attend City of Cleveland committee meetings to support business activities as well as Cleveland Neighborhood Progress Economic Development Team meetings.
10. All other duties as assigned.

**POSITION REQUIREMENTS:**

1. A Four-year degree in community/economic development, business, or related field is required.
2. Three years of related experience is required. A Master's degree may substitute for two years of experience.
3. Ability to work with diverse groups of stakeholders, including neighborhood businesses, residents, community-based organization representatives, community leaders, and public officials.
4. Must be a highly resourceful team player with the ability to be extremely effective independently.
5. This position requires effective written and verbal communication skills and the ability to apply those skills to sustain and grow partner relations.
6. Ability to establish plans and set objectives and goals that support the overall strategic agency plan; to identify problems, evaluate alternatives, and implement effective solutions.
7. Understanding contemporary urban neighborhood issues and knowledge of public and private organizations working to address urban challenges.
8. Demonstrated capacity to render independent judgment and negotiate terms and conditions for services and materials.
9. Extensive experience with the use of organizational technology, specifically personal computers and related software/hardware, to support the design and implementation of project management and organizational systems.
10. Strong interpersonal and writing skills, being highly organized with attention to detail, and the demonstrated capacity to manage multiple projects to meet deadlines
11. Must have a valid driver's license and motor vehicle required.

Send resumes to: Gail Powell, [GPowell@fairfaxdev.org](mailto:GPowell@fairfaxdev.org)

**Phone calls will not be accepted for this opportunity**