Job Description
Director of Economic Development

Dorchester Bay Economic Development Corporation, now in its thirty-seventh year 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.

Accordingly, being fully mindful of our broad agenda, and working alongside our Real Estate and Community Organizing teams in particular, the Director of Economic Development will 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. 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.

- Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
• 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.

• 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.

• 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 closely with community organizations and other relevant stakeholders to identify areas of concern in the promotion of business location and expansion within Dorchester and neighboring areas.

• Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies 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.

• Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

• 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.

• Coordinates outreach and provides technical assistance to area entrepreneurs, businesses, and potential borrowers, and is responsible for the Dorchester Bay Neighborhood Loan Fund and in particular the Micro Loan Program.

**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.

S/he will be:

• 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 members.

• 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 or familiar with 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

• Substantial experience in city planning, economic and/or community development, 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, or Cape Verdean Creole ideal.

• 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 by September of 2016, if not sooner.

Dorchester Bay Economic Development Corporation is an Equal Opportunity and Affirmative Action Employer. We particularly encourage applications from candidates from diverse backgrounds and cultures.