



Boston Ujima Project Job Description Business Alliance Coach

Position Summary

"Not every success story is a 10X venture funded breakout or an MVP season or an IPO. There is organic home grown success in our city because of the same formula behind Kayak.com or Mookie Betts or Wayfair - talent, drive, vision, skill and believers who get behind a leader and push." Andy Tarsy, Founder and Principal, Emblem Strategic

The Business Alliance Coach is an unabashed champion of women, immigrant, and entrepreneurs of color, in Boston and within Ujima's network. The Business Alliance Coach will support the growth of Ujima's member-led Business Alliance (UBA), its individual members, and Boston's wider Black and Brown entrepreneurial economy. This work will be completed via coordination of UBA members, development of UBA programs, coordination of Ujima's Business Support Team, linkages between businesses and technical assistance providers, major corporations, hospitals, universities, local government, customers, and volunteers, and management of the small business portion of the Boston Builds Credit (BBC) Initiative. BBC is a partnership with LISC (Local Initiatives Support Corporation) Boston, the Mayor's Office of Financial Empowerment and the United Way of Merrimack Valley. The Business Alliance Coach's time will comprise around 60% UBA-focused activities and 40% BBC-focused activities. The Business Alliance Coach will jointly report to the Director of Boston Ujima Project and Economic Opportunity Program Officer for LISC Boston.

Responsibilities

Develop Business Support Programs

- Provide credit coaching for entrepreneurs referred from LISC and UBA members
- Working with LISC and their BBC and CBO partners, develop best practice credit coaching materials and practices for small businesses
- Create baseline financial assessment for entrepreneurs in order to monitor gains throughout program duration
- Help organize creative gatherings, campaigns and events to bring attention and publicity towards UBA members and BBC clients

- Explore and help implement platforms for an Ujima Good Business Directory, consumer loyalty program, and other business oriented supports.

Technical Assistance and Resource Coordination

- Develop and coordinate Ujima's Technical Assistance Network
- Recruit and match TA Partners and Business Coaches with UBA members and BBC clients
- Coordinate TA services and support follow through both from business owners and TA providers
- Cultivate program partnerships to support UBA and BBC companies in improving their community impact in the areas of job quality, inclusive hiring, health and safety, environment, shared ownership, supply chain, and other benefits required by Ujima's Good Business Certification
- Serve as Kiva trustee point person and endorse businesses who may be seeking small loans
- Work with the City of Boston and Main Streets Executive Directors to offer services to businesses within their district
- Create referral database infrastructure for entrepreneurs to connect with credit building and financial coaching through various pipelines (Roxbury Center for Financial Empowerment, small business lenders, accelerator program, local community based organizations etc.)
- Get trained and certified on free tax preparation and credit building through the Boston Tax Help Coalition.
- Deliver the Financial Check-up and tax preparation to coaching clients as needed

Meeting Coordination and Facilitation

- Meet one on one with early stage businesses to help improve their credit and financial knowledge and position
- Coordinate UBA Members to meet regularly and co-create UBA's programs and structure
- Convene bimonthly round table of local CBO partners and key stakeholders within the micro- enterprise environment
- Coordinate volunteers in Ujima's Business Support Member Team

Coordinate Procurement Advocacy

- Lead engagement with anchor institutions and other major purchasers to increase market share and contracting opportunities for Ujima Businesses
- Lead organizing efforts to change public and private procurement policies to prioritize spending with locally owned MWBEs and employee owned companies

Reporting and Engagement

- Coordinate participation and reporting by UBA members in Ujima's Good Business Certification Standards

- Creatively communicate the social impact outcomes of UBA members and BBC clients to the broader community
- Finalize, track and report regularly on completion of tasks and achievement of BBC projected outcomes.

Desired Qualifications

- Strong business management competencies and ability to analyze financial statements and develop enterprise strategies
- Strong understanding of credit, how to build both personal and business credit
- Willingness to learn tax preparation and deliver free tax prep services
- Experience owning and operating a small business, experience raising debt and equity for a business, experience as a lender or investor, and/or experience providing technical assistance, coaching, or professional services to small, People of Color owned businesses
- Knowledge of Boston's neighborhoods, relationships within Boston's small business ecosystem, and experience working with community based organizations
- Expertise with or enthusiasm for cooperative economic development models such as worker-owned co-ops or Community Land Trusts
- Small business contract negotiation and /or sales experience
- Proactive, with a keen ability to cooperatively support the development of a new organization
- Demonstrated creativity and ability to think big; can take a project and run
- A relationship-builder with strong interpersonal skills
- Clear, and coherent communicator in both written and oral forms - ability to break down complex concepts
- Well-organized and able to self manage complex workflows and share progress and updates as needed
- Ability to engage and leverage support from volunteers and diverse partners
- Ability to work with and make additive, positive contributions to a team
- Strong reflective, ethical practice
- Flexibility and willingness to learn and grow
- Ability to work evenings and weekends as needed

Multi-language applicants encouraged to apply (Spanish, Vietnamese, Cape-Verdean Creole, Somali)

Compensation

The salary is \$55,000 with flexibility for outstanding candidates. The position includes insurance, benefits, and flexible time-off.

How to Apply

Email Nia Evans (nia@ujimaboston.com) with "Business Alliance Coach" in the subject line. Please include:

- Resume

- Cover letter describing interest in the position, qualifications, and expectations
- Three references

Applications will be accepted until February 22, 2019. Expected start date no later than March 15, 2019.

Boston Ujima Project is an equal opportunity employer. Boston residents, women, Black people, people of color, immigrants, queer, and gender nonconforming people strongly encouraged to apply.

Learn more about Boston Ujima Project at www.ujimaboston.com

ABOUT UJIMA BUSINESS ALLIANCE

The Ujima Business Alliance (UBA) is a local business association sponsored by the Boston Ujima Project for community oriented companies within its network. Members of the UBA are business owners and entrepreneurs who are committed to advancing social and economic justice through the private sector. Ujima Businesses align their corporate practices with their values by creating good jobs, sharing ownership and wealth, meeting local needs, and generating community benefits. Business Alliance Members find strength in unity, and value cooperation over competition to achieve shared success.

The Ujima Business Alliance serves two main purposes:

1. *To strengthen the business members of the Alliance through strategic programs, including both internal organizing and coordination/collaboration with other stakeholder groups such as consumers and investors*
2. *To represent the business stakeholder group in larger Ujima decisions, particularly in business standards setting/certification but also including neighborhood planning processes and capital fund discussions*

Read proposals for the [Ujima Business Alliance](#), [Ujima Technical Assistance Network](#), and [Ujima Worker Services Network](#) to learn more.

ABOUT BOSTON BUILDS CREDIT

Boston Builds Credit (BBC) is Boston's first citywide initiative that seeks to improve residents' financial resilience by increasing credit scores. BBC has a goal of supporting 25,000 Boston residents to attain a prime credit score -- defined as a 660 -- by the year 2025. This partnership is being led by a partnership comprised of LISC Boston, The United Way, and the City of Boston Office of Financial Empowerment. BBC seeks to use credit building as a lever to promote financial wellbeing and economic mobility. In Boston, 236,000 residents are either

unscored or have poor credit scores, making it more challenging to access mainstream credit products which can help manage daily cash flow or weather a financial emergency. Research has shown that consumers with low or no credit will pay an average of \$200,000 more in interest and fees during their lifetimes and that poor credit is a key contributor to the growing racial wealth divide. To learn more about the Boston Builds Credit Initiative please click here: <https://www.bostonbuildscredit.org/>

ABOUT LISC BOSTON

Local Initiatives Support Corporation (LISC) equips communities with the capital, strategy, and know-how to become places where people can thrive. Working with local leaders, we invest in affordable housing, health, education, public safety and employment – all basic needs that must be tackled so that progress in one area is not undermined by neglect in another.

As part of a national organization with deep local roots, LISC Boston is uniquely positioned to share resources, best practices, and innovations with the communities we serve. We provide funding, financing, and technical assistance to community development corporations (CDCs), nonprofit developers, grassroots organizations, as well as policy and advocacy organizations throughout Massachusetts.

LISC Boston focuses on supporting entrepreneurs to grow their businesses through funding accelerator/business incubator programs, sponsoring pitch contests with startup cash prizes, and financing small businesses. We now seek to support these efforts and the BBC initiative by providing technical assistance around credit building services for entrepreneurs. This role will seek to help more entrepreneurs' access the resources needed to successfully start and grow micro enterprises into thriving small businesses.