

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 able to develop and maintain relationships, is responsive to business owner's needs and works as an integral part of the team to spur and maintain revitalization efforts in the area.

PRINCIPLE RESPONSIBILITIES:

1. Cultivate and maintain relationships with Fairfax area businesses to help ensure the overall economic health of the Fairfax area.
2. Working in tandem with the Workforce Development Manager advocate for employment opportunities with new businesses and refer business to FRDC's workforce program.
3. Identify grant opportunities, submit proposals for developing businesses 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 quarterly business newsletter highlighting and promoting area businesses.
7. Assist 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. 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. Highly resourceful team-player, with the ability to also 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 and 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 of contemporary urban neighborhoods issues and knowledge of public and private organizations working to address urban challenges.
8. Demonstrated capacity to render independent judgment, negotiate terms and conditions for services and materials.
9. Extensive experience with use of organizational technology, specifically personal computers and related software/hardware to support design and implementation of project management and organizational systems.
10. Strong interpersonal and writing skills, highly organized with attention to detail, and the demonstrated capacity to manage multiple projects to meet deadlines.
11. Valid driver's license and motor vehicle required.