



Economic Empowerment Director

Organization Description

The mission of Connected Communities, Inc. is to partner with Beechwood and EMMA residents to break the cycle of poverty through anti-racist community revitalization and equitable resource coordination. Connected Communities is a non-profit public/private collaboration of neighborhood, business, government, and non-profit leaders partnering with residents to accelerate community transformation. *To learn more, visit our website at www.connectedcommunitiesroc.org.*

General Description

Reporting to the Executive Director (ED), the Economic Empowerment Director will perform complex, professional-level assignments in economic development, including business recruitment, job development, and business retention strategies; conduct research and provide analysis on matters of economic health; and serve as the primary contact for neighborhood businesses. He/she should be charismatic and highly organized; have superb written and oral communication skills, including comfort with public speaking and external relations; be technologically savvy; be a strong researcher and editor; have immaculate attention to detail; be able to multi-task and accomplish deadlines, and be energetic and committed to achieving results.

Core Responsibilities

- Manages the implementation of the neighborhood economic empowerment priorities, including business creation, attraction, retention, assistance, and promotion
- Communicates and coordinates with business owners interested in establishing or growing businesses in the neighborhood
- Keeps abreast of legislative developments which may impact economic development programs, policies, and/or procedures
- Supports and co-facilitates the establishment of a viable neighborhood business association
- Attends various commission and City Council meetings, business development meetings, and stakeholder meetings
- Analyzes economic data and prepares reports, including business and financial forecasts; makes presentations to businesses and community groups
- Works closely with the Neighborhood Hub Director to coordinate and market key economic empowerment programs/opportunities for emerging entrepreneurs and business owners
- Co-Facilitates and Prepares agendas for the Economic Empowerment Committee
- Works closely and collaboratively with the City's Neighborhood and Business Development Department, economic development partners, and Comprehensive Neighborhood Plan anchor partners

Required Skills/Qualifications:

- Ability to build programming from concept to full implementation independently
- Demonstrated ability to develop significant relationships with partners, business owners, and key economic development entities
- Proven ability to identify development opportunities with limited direction from supervisor
- Exemplary written and verbal communication skills
- Ability to lead internal and external meetings and speak publicly
- Ability to thrive in a fast-paced environment and identify priorities while working with multiple deadlines and tasks
- Experience with using data, databases, and research in decision-making

- Creative, committed to teamwork and achieving results
- Willingness to travel and work evenings and weekend events periodically
- Passionate about the Connected Communities' mission and the community we serve

Education/Technical Competencies:

- Master's degree from an accredited college or university. Degree in Business Administration, Economics, Accounting, Urban Planning, or a closely related field, **AND** four (4) years of progressively responsible professional experience in Economic Development **OR** an equivalent combination of education and experience.

Salary Range: \$75,000 - \$80,000 per year.

Benefits:

- Hybrid work schedules
- 80% coverage for all medical plans
- Affordable vision and dental plans
- 3% annual salary match for retirement plans
- \$1200 annual cellphone stipend
- Minimum of 46 days of PTO (the National Average is 18 days)
- Employee Assistance Program
- Home Buyer Assistance Program

Check out our [Employee Value Proposition Video](#). Connected Communities is a great place to work!

To apply for this position, please forward your resume, cover letter, and salary requirements to Executive Director LaShunda Leslie-Smith at lashunda@connectedcommunitiesroc.org.