



info@acerinc.org

763-657-7711

6800 78th Avenue, Brooklyn Park, MN 55445

POSITION: Business Coordinator - ECD

Organizational Culture

In a transformative organization, ACER believes that the overall strategies should be owned by every single person in ACER. As such, it is the responsibility of all staff to understand the overall mission, vision and direction of the organization. One must be accountable to their own work and responsibilities, while supporting and coaching each other to produce high impactful and innovative strategies for the overall success of the organization. This means taking ownership of the organization as a whole. Which means that up to 20% of your role may include stepping up, taking charge, rolling up your sleeves and supporting other impact areas in the organization, understanding that organizing and transformational work must happen at all levels for justice to occur.

Position Overview

ACER seeks an impactful Business Coordinator to support incubating current and new businesses in Brooklyn Park and its surrounding areas. The Business Coordinator will execute all day to day strategies and be responsible for the recruitment, retention, cultivation, and case management of all new and existing businesses, ensuring they have the tools and resources to thrive. The Business Coordinator supports the Business Opportunity Hub Advisors, along with the Program Manager to ensure that all strategic initiatives are transformative particularly in a constantly changing economic climate.

Position Information

Title:	Business Coordinator
Supervisor:	Director of ECD
Hours:	40+ hours
Location:	6800 78 th Avenue N. Brooklyn Park, MN 55445
Salary Range:	\$55,000 - \$60,000

Job Responsibilities:

Business Management

- Oversee the day-to-day operations of all programs and services initiatives related to the impact area
- Build and cultivate relationships with community members as it relates to issues and concerns - particularly small businesses and/or new businesses coming to Brooklyn Park and surrounding areas
- Case management that includes case noting into PowerBase, entering data, conversations etc, resources provided etc.
- Manage all case management and keep notes in PowerBase up-to-date
- Provide support for businesses by navigating community and technical resources and build support systems to support businesses success
- Manage all events and activities pertaining to impact area
- Ensure that all grant outcomes are met based on deliverables expectations
- Support the program leaders on all grant reports and applications as it relates to the day-to-day program operations
- Build relationships with organizations, partners, and funders that do similar work
- Attend coalition meetings

Organizational Transformational Culture



ACCESS
EQUITY
OPPORTUNITY

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- In partnership with the Executive Director, Associate Director and other managers, develop overall organizational strategies to support the overall growth of the organization
- Support other directors in their areas of oversight
- Develop cross-program/departmental strategies to cultivate strong organizational directions
- Develop a balanced and engaged organizational culture among community, partners, and staff
- Build relationships with funders, community leaders, and governmental agencies on the overall goals and vision of the organization

Job Qualifications

- Bachelor's Degree is highly preferred. 3+ years of progressive non-profit leadership experience will make up for a Bachelor's Degree.
- Preference given to someone who speaks a second language
- 3+ years of experience leading in business development, economic development, and community development fields
- Strong data analytical skills, customer retention management database skills
- 3+ years of experience working with diverse communities, especially with those in immigrant and refugee communities
- 2-3 years of organizer experience or the willingness to be trained.
- Candidate must have exceptional communication skills with high attention to detail
- Strong organizational and time management skills
- Knowledge of the Microsoft Suite - Words, Excel, PowerPoint and Google Suite platform. Experience developing training manuals via Microsoft or Google Suite.
- Knowledge of CRM Platforms and managing corporate relationships.
- Ability to build and cultivate relationships

Submit applications via email to ewright@acerinc.org with the following subject line: Your name-Business Coordinator (Economic and Community Development Focus)