



Business Development Manager Position

Reports to: Director of Economic and Community Development

Supervises: Business Navigators

Position Level: Full Time (Monday – Friday and some weekends)

Compensation: Salary \$55,000 - \$62,000 DOQ + Benefits

Full Job Description

The Organization: The African Career Education & Resources, Inc. is the leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in communities

Position Purpose: The Business Development Manager is a new position that will provide expertise around community economic growth and business support for entrepreneurs and micro and small businesses. The position requires the individual to project manage economic and community development contracts and perform industry-specific tasks such as technical assistance with micro-grants and loans application submission, and client service work. Collaborates with the Economic & Community Development team to imagine and create innovative and impactful programming that addresses and dismantles systemic barriers to wealth building.

Summary of Primary Job Responsibilities and Duties

- Work closely with the Economic & Community Development team to prioritize day-to-day operations and ensure smooth delivery of services from start to finish.
- Expand organizational connections and expertise around cooperative business models, community economic growth models and mutual aid models
- Conduct research and evaluations to measure the impact and effectiveness of Economic Development programming.
- Develop ongoing informational resources for businesses to access marketplaces, capital and financial systems. Manage the micro-grant and micro-loans application process for all qualified clients.
- Lead and supervise Business Navigators on best practices and strategies for outreach, engagement, and tracking to address or predict clients' objectives.
- Support implementation of key partnerships with community-based organizations, community thought leaders and new relationship opportunities.



- Imagine and create new programming that addresses systemic barriers to wealth building and economic development, including pathways to capital funds.
- Perform additional responsibilities related to the success of the organization.

Desired Qualifications, Skills, and Abilities

- 3-7 years (formal or informal) experience and leadership in economic development, investing, lending, solidarity economy or mutual aid strategies, Business, Sales, Real Estate, Construction, or related experience that demonstrates the knowledge and ability to perform the work.
- Proficiency in MS Office, Outlook, and CRM software (e.g., Salesforce) or related area.
- Familiarity with asset-based and place-based community economic growth models, and equity/solidarity frameworks.
- Excellent writer and oral communicator, and strong researcher and evaluator.
- Track record of building and maintaining partnerships.
- Demonstrated commitment to and understanding of racial equity and equitable community development practices.
- Ability to work well in a team and also autonomously.
- Willingness and ability to learn and grow to meet the changing requirements of the job.
- Interest in creating, leading and managing new programs to meet the needs of a highly innovative, entrepreneurial, and creative organization.
- Promotes and adheres to the organization's mission, vision, and values; policies, and applicable laws fairly and equitably.

How to apply:

Applicants should provide the following information:

- A cover letter stating your interest, availability, and general qualifications
- A resume outlining your education, skills, and experience
- Please include three references



Please submit your complete application via email to dbutler@acerinc.org, with the following subject line: “your name – Business Development Manager”