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| Department | Economic Development |
| Reports To | Chief Economic Development Officer |
| Work Location | Hybrid |
| Position Level | Mid-level |
| FLSA Status | Exempt |
| Target Salary | $70,000 - $85,000 annually |

# Job Overview

The Economic Development Associate plays a key role in advancing advocacy efforts, strengthening the DC Small Business Ecosystem, facilitating working groups, and optimizing program operations to support economic growth and collaboration among the Coalition community and its stakeholders. This position supports the Chief Economic Development Officer's strategic outreach and high- impact initiatives that foster community engagement, public policy advocacy, and capacity building. The Economic Development Associate works closely with the various community stakeholders and partners within the small business ecosystem to help implement innovative solutions that address strategies to increase economic opportunities.

# Primary Duties and Responsibilities

**Budget Advocacy & Legislative Work – 10%**

* Review the current budget, verify numbers, and update fiscal year budget tables.
* Research and track funding changes for small business programs and policy initiatives.
* Gather and analyze economic data (demographics, industry trends, labor market statistics) to support development strategies.
* Report on program impact and resource utilization.
* Monitor, track, and schedule legislative and budged hearings related to small business, workforce development, and commercial corridors.
* Notify working group members and coordinate testimony.
* Assist the Advocacy team in drafting and presenting testimony at hearings, creating one-pager budget summaries, and developing legislative recommendations based on Coalition stakeholder input.

**DC Small Business Ecosystem Building & Expansion – 20%**

* Facilitate outreach and tabling at events to share information on small business resources.
* Serve as a thought partner collaborating to identify gaps, strategize improvements, and enhance the DC Small Business Resource Hub to streamline ecosystem navigation. (ie. maintaining and optimizing www.DCSmallBusinessHelp.org.
* Support knowledge transfer and implementation of DC Small Business Ecosystem best practices to other regions.
* Conduct background research on prospective communities of interest for small business ecosystem replication.
* Oversee the administration of RFP processes (scheduling interviews, responding to applicant inquiries, and developing FAQs).
* Build and maintain relationships with local businesses, government officials, and community stakeholders.
* Represent the organization at community events, meetings, and networking opportunities.
* Document lessons learned and create reports for funders.

**Working Group Facilitation – 20%**

* Support and facilitate monthly working group meetings, take meeting minutes, ensuring alignment with Coalition priorities.
* Oversee implementation of the group’s goals and priorities.
* Share budget updates with working groups and gather input for preliminary budget planning.
* Track and follow up on working group recommendations related to policy, budget, and ecosystem initiatives.

**Project Management & Program Development – 20%**

* Plan, coordinate, and execute economic DC Small Business Month curating events, sponsorships, and recognition programs for small businesses.
* Support planning, outreach, coordination, administration and relationship building for projects and initiatives, as assigned. (ie. Elevate Cohorts)
* Monitor project progress to ensure timelines and outcomes are met.
* Assist in securing funding, grants, and incentives for programs and initiatives.
* Brainstorm and collaborate with leadership on program development to benefit small business ecosystem.
* Generate reports on Coalition programs, resource utilization, and technical assistance provided.

**Operations – 30%**

* Optimize HubSpot CRM for managing small business ecosystem and workforce partner data.
* Scrub and update contact databases and send annual surveys to ensure up-to-date information.
* Manage and update the DC Small Business Help website, including content stories, event calendars, resources, and key contacts.
* Review and update Coalition’s Small Business Resource Hub.
* Update Coalition’s Guide to Small Business Financing.
* Develop and distribute marketing materials, newsletters, and reports on economic development initiatives (i.e., Tabling at events).
* Implemented communication strategies to engage small businesses and strengthen the local ecosystem.

# Competencies

* Actively looking for ways to help people; service oriented.
* Qualitative and quantitative research and data gathering skills.
* Project management skills (i.e., work plan development, time management)
* Possess strong organizational skills and attention to detail.
* Ability to write effectively and succinctly.
* Ability to use critical thinking skills.
* Solid relational and communicative skills.
* Ability to set, manage, and meet multiple deadlines.
* Ability to take initiative, solve problems, and think strategically, both independently and in a team environment.

# Qualifications

* Bachelor’s degree or 7 years of relevant experience.
* Excellent interpersonal skills, including relationship-building, and collaboration.
* Familiarity or understanding of small business issues and challenges, and community economic development a plus.
* Experience communicating effectively and collaboratively with diverse people, communities, and stakeholder groups.
* Project management experience.
* Proficiency in MailChimp, HubSpot, Microsoft Office and Google Workspace.

# Company Overview

The Coalition is a 501(c)(3) association for the nonprofit affordable housing and community economic development sector in the District of Columbia, with more than 180 organizational members. Coalition’s mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. Coalition’s strength is in its convening power, highly successful advocacy, robust communications and information sharing, and equipping its members with tools and resources for their work. Coalition’s organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

# Compensation and Benefits

The Coalition offers a competitive benefits package including health insurance, employer retirement contributions, paid vacation and sick leave, teleworking, and an optional deferred salary retirement plan. Salary is commensurate with experience and track record of accomplishments. This position is exempt from overtime wages.

# To Apply

Please email a resume (with " **Economic Development Associate** “in the subject line) along with cover letter of interest to [jobs@cnhed.org](mailto:jobs@cnhed.org). No phone calls please. The position is open until filled. References may be required.

**The Coalition is an equal opportunity employer** is committed to fostering an inclusive and diverse workplace. We do not discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or any other protected status under federal, state, or local law.

We comply with the **Americans with Disabilities Act (ADA)** and provide reasonable accommodations to qualified individuals with disabilities. If you require assistance or accommodation to apply for this position, please contact [jobs@cnhed.org](mailto:jobs@cnhed.org).