

JOB DESCRIPTION

Economic Development Associate



Company Overview

The Coalition for Nonprofit Housing & Economic Development (CNHED) 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. CNHED's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. CNHED'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. CNHED'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.

Position Summary

The Economic Development Associate will work under the programmatic direction and supervision of the Chief Economic Development Officer to support CNHED's economic development and small business ecosystem building efforts. To further the mission of CNHED, the Economic Development Associate will collaborate with the myriad of stakeholder groups that comprise the economic development and small business community, and CNHED staff members.

Primary Duties and Responsibilities

- Support the advancement of CNHED's local small business ecosystem building efforts -- maintaining ecosystem stakeholder and resource map, and maintain and updating CNHED's online platform, DCsmallBizHelp, a searchable small business resource hub.
- Maintain and help promote the small business workshop calendar
- Support efforts to replicate CNHED's small business ecosystem building process in other cities.
- Assist with the update of CNHED's Guide to Small Business Financing.
- Review and update CNHED's Small Business Resource Hub.
- Update CNHED's Guide to Small Business Financing.
- Write new content stories to feature on the DCsmallBizHelp website.
- Help foster and strengthen relationships and communication with the small business community through the dissemination of information
- Manage implementation of DC Small Business Month activities.
- Maintain CNHED's small business customer relationship management (CRM).
- Participate in CNHED's working group and members' meetings and events.
- Provide support for other projects as needed.
- Ability to travel and attend evening events.
- Other duties as assigned.

Skills Set

- 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, problem-solving, and think strategically, both independently and in a team environment.

Qualifications

- Excellent interpersonal skills, including relationship-building, and collaboration.
- Experience collecting and managing multiple data sources (i.e., databases, spreadsheets, CRM, and other software).
- 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.
- Bachelor's college degree required, with five years relevant experience.

Compensation and Benefits

Salary is commensurate with experience and track record of accomplishments. CNHED offers a competitive benefits package including health insurance, employer retirement contributions, paid vacation and sick leave, teleworking, and an optional deferred salary retirement plan. 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 and salary requirements to jobs@cnhed.org No phone calls please. The position is open until filled. References may be required. CNHED is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.