JOB DESCRIPTION: SC Community Navigator Program Coordinator

LOCATION: Headquarters of SCACED in Charleston, SC
SUPERVISOR: VP of Operations

BACKGROUND:
The South Carolina Association for Community Economic Development (SCACED) is a 27-year-old state-wide nonprofit trade association and funding intermediary, organized to improve the quality of life of low-wealth individuals, families and communities. SCACED places particular attention to marginalized groups, to include minority communities. In May of 2021, the US Small Business Administration announced the Community Navigator Pilot Program designed to help minority and small businesses start, grow, and compete in global markets by providing quality training, counseling, and access to capital resources. Under the community navigator approach, funded organizations enlist trusted, culturally and technically knowledgeable partners to conduct targeted outreach to specific sectors of the entrepreneurial community. This mission is aligned with SCACED’s work for over 20 years and SCACED was selected to serve as the Community Navigator Hub for South Carolina.

SCACED seeks an innovative, energetic leader to serve as coordinator of the Community Navigator Program. The successful candidate will assume responsibility for all services and activities of the Community Navigator Program including but not limited to coordinating the efforts of 8 partnering organizations (called Spokes) and providing information that will assistance them in delivering services to women and minority-owned businesses.

SPECIFIC DUTIES AND RESPONSIBILITIES
• Support SC Navigator activities the 8 community-based organizations (Spokes) to include resource and referral, outreach, technical assistance, data collection and reporting
• Provide Training and Collaborative opportunities among Spokes
• Research other Minority Business Service Programs for additional funding opportunities
• Work with VP of Operations to submit quarterly narrative and financial reports to SBA
• Monitor spoke progress and funding levels related to stated goals of program
• Monitor the day-to-day delivery of the program and services to maintain or improve quality of the program
• Ensure that the operation of SC Navigator program meets the expectations of SBA
• Identify, assess, and inform the SCACED President of internal and external issues that affect SC Navigator
• Represent SC Navigator at events to enhance SC Navigator’s community profile
• Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the SC Navigator program and SCACED in conjunction with the goals of the organization
• Work with the SCACED Data and Research Coordinator to ensure accurate and timely data collection from Spokes and reporting to SBA
• Communicate with stakeholders to keep them informed of the work of SC Navigator and SCACED to identify changes in the various communities served
• Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations and coalitions of which SC Navigator and SCACED is a member to help achieve the goals as articulated

Education:
Bachelor's (4-year) college degree or equivalent required in the fields of public administration, business administration, urban affairs, or similar field. Master's degree preferred. Applicants may substitute additional relevant experience for the required education.

Experience:
Four (4) years or more in program management, experience in contract administration, compliance, procurement, and federal grants management a plus.

Licenses, Certifications and registrations:
SC Driver's license required

Qualifications:
Knowledge, Skills, and Abilities Required: What knowledge, skills, and abilities are needed to perform the duties and responsibilities.
To perform this job successfully, an individual should have excellent demonstrated research, writing, and oral communication skills.
Knowledge of MS Word, Excel, and PowerPoint.
The ideal candidate will have the ability to think critically, problem solve, and be self-motivated.
In addition, supervisory experience is highly preferred.
A successful candidate should be able to demonstrate experience in program management, performance management, and evaluation methodology.

Salary Range: $60,000 to $70,000 annually plus benefits

Interested applicants should send a resume and cover letter to Kate Pratt, VP of Operations, kate@scaced.org.