

Position: Community Economic Development Manager

Position Terms: Full time (including some nights and weekends)

Position Compensation and Benefits: \$45,000-\$55,000 a year (commensurate with education and experience), plus fringe benefits including Medical, Dental, Vision, and Life Insurance; Short and Long-Term Disability; and 403(b) Plan Options.

Position Reports To: Director of Community Economic Development

Organization Mission and Program Areas: Eastside Community Network's (ECN) mission is to develop people, plans, and places for sustainable growth on Detroit's Eastside. Our work is centered on strengthening resident wellbeing, cultivating wellness, building resident power, restoring neighborhoods and stewarding community resources.

The Community Economic Development department focuses on supporting current and aspiring east side small business owners and creating economic development opportunities that benefit all residents and community stakeholders. Goals are achieved through a mix of community economic development plans, multi-sector working groups, training programs, direct services, and third-party resources. The Community Economic Development Manager is expected to contribute to the overall mission of ECN by supporting existing and new programs, initiatives, and approaches in collaboration with other ECN departments.

Position Description: ECN's Community Economic Development (CED) Manager will be responsible for leading our work in the AMEX Small Business Disaster Resiliency Network Program and supporting the ongoing programs and events of the Community Economic Development Department. The CED Managers' responsibilities include:

- Outreach - Spreading the word about the ECN and the Community Economic Development Department's work
- Case Management - Conducting intake processing of CED clients (entrepreneurs and business owners) and updating client data and activity
- Client Support - Share information with clients to support their business goals, provide technical assistance, and make referrals
- Department Operations - Support Business Hub programming and operations, department reporting, outreach

Qualifications:

- Strong verbal and written communicator, able to interact authentically with various stakeholders including business owners, local residents, elected officials, institutional and corporate executives, and various municipal, county, and statewide organizations
- Knowledge and experience working with community organizations (especially through planning processes)
- Event and Meeting Organizing, Promotion, and Business Retention, Attraction, and Growth

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- Ability to effectively utilize technology, including (but not limited to) GSuite, Microsoft, Zoom, RingCentral, Facebook Pages, Salesforce, monday.com, etc.
- Demonstrated understanding of economic development, public policy, urban planning, community development and/or organizing, governmental relations, or similar experiences
- Business Association Organizing and Planning Experience preferred, but not required

ECN is an equal opportunity employer, and encourages Black, Women, LGBTQ+, and other minority individuals to apply. Please send a cover letter and resume to Nicole Perry at nperry@ecn-detroit.org. Submissions will be accepted until the position is filled.