

# JOB DESCRIPTION

## Economic Development Manager



## Company Overview

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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

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The Economic Development Manager will work under the programmatic direction and supervision of the Chief Economic Development Officer to enhance and update CNHED's searchable Small Business Resource Hub and assist in replicating the small business ecosystem building process in other cities. To further the mission of CNHED, the Economic Development Manager will collaborate with the myriad of stakeholder groups that comprise the small business community, and CNHED staff members to update the CNHED's Guide to Small Business Financing.

## Primary Duties and Responsibilities

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- Gather data and information, conduct interviews, and facilitate focus groups.
- Develop an ecosystem stakeholder and resource map.
- Document and synthesize information and findings to inform redesign of resource hub.
- Coordinate and facilitate meetings with the small business ecosystem advisory group (i.e., Small Business Owners Working Group).
- Review and update CNHED's Small Business Resource Hub.
- Research ecosystem resources to inform updates to CNHED's online resource hub (Kauffman Foundation, InBIA).
- Maintain the resource hub.
- Update CNHED's Guide to Small Business Financing.
- Assist in drafting an initial concept for the design of CNHED's new small business help
- Gather and write new content, stories, and photos to feature on CNHED's website.
- Create an outreach and communication plan to promote small business resource hub.
- Implement process improvements to maximize the resource hubs functionality and usefulness.
- Develop a process map to replicate ecosystem work locations.
- Develop replicable forms and templates to gather information from small business support organizations.
- Participate in CNHED's and members' meetings and events.
- Provide support for other projects as needed.
- Ability to travel.
- Other duties as assigned

### Skills Set

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- Solid research and data gathering skills.
- Strong project management skills.
- Excellent writing and presentation skills.
- Strong organizational skills and attention to detail
- Knowledge of small business ecosystems a plus.
- 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

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- Bachelor's college degree required, with five years relevant experience.
- Excellent interpersonal skills, including relationship-building, and collaboration.
- Experience collecting and managing multiple data sources (i.e., databases, spreadsheets, CRM, and other software).
- Understanding of and/or experience working with small businesses.
- Familiarity with community economic development a plus.
- Experience communicating effectively and collaboratively with diverse people, communities, and stakeholder groups.
- Strong project management and process improvement experience.
- Proficiency in MailChimp, Microsoft Office and Google Workspace (i.e., Excel, Form and AutoCrat).

### Compensation and Benefits

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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. Salary is commensurate with experience and track record of accomplishments. This position is exempt from overtime wages.

### To Apply

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Please email a resume (with "**Economic Development Manager**" in the subject line) along with cover letter of interest and salary requirements to [jobs@cnhed.org](mailto: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.