

Business & Community Engagement

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBro's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBro intends to become a 21st century and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

Position Overview

The Business & Community Engagement Manager (B&CEM) is a high-energy multi-tasker who builds partnerships. The B&CEM works to build social capital by fostering person-to-person and people-to-place relationships develop the skill and will of business owners and entrepreneurs to participate in business development services for regional economic growth.

Responsible for outreach functions including entrepreneurs and business owner; from entrepreneurs with concepts to mature businesses prepared for global scalability, retirement or succession planning. This position will develop a plan to accomplish broader business community awareness and engagement, as well as execution on those strategies.

S/he will make connections between business owners, business districts, and business services to encourage and initiate community networking, support local business advocacy, and develop leaders who carry out economic development through business/entrepreneurship.

The B&CEM must be an energetic individual with initiative, imagination, strong organizational, strategic and interpersonal skills, and have experience and demonstrated success in working within the entrepreneurial ecosystem.

This position's success should ultimately result in the business community in the Bronx and surrounding communities having a more engaging relationship with SoBro and a deeper engagement and commitment to their community.

Responsibilities

- Managing the creation and execution of an overall plan for business/Entrepreneurial outreach and engagement, including raising awareness about SoBro services, and the development of partnership pathways for individuals and organizations that align with our mission and vision
- Regularly analyze the local business landscape to identify opportunities to increase SoBro's presence
- Identify and produce skill-building trainings for business owners and place them with appropriate services within SoBro
- Represent SoBro in community initiatives and at events
- Identify and cultivate strategic partnerships
- Implementing strategies for establishing the SoBro Entrepreneur Hub
- Monitor the success of business engagement strategies and budget, and making course corrections
- Assist in grant writing and reporting, when necessary

- Design and implement evaluation tools to gauge impact
- Network and collaborate with local organizations and community leaders

Qualifications

- Bachelor's degree in a related field, Masters preferred
- Prior community organizing, campaign organizing, and/or other forms of constituent building experience (small- and/or large-scale) preferred
- Ability to work a flexible schedule, to include evenings and weekends, in order to meet the needs of business community and be present at community functions relating to economic development through business
- Excellent communication and organization skills
- Knowledge of economic development issues, and experience working in diverse communities
- Strong command of MS Office tools including Power Point, Excel d

Duties

- Determine business's capacity/suitability for government contracting
- Provide bid/proposal technical assistance review
- Assist clients in accessing financing
- Loan packaging assistance
- Assist in determining key markets for products and services
- Connect clients with possible markets
- Assist with government program registrations and certifications
- Conduct extensive individual on-site, confidential consulting with firms
- Review and disseminate bid opportunities to clients
- Ascertain and promote subcontracting opportunities
- Maintain contact with all active clients
- Develop and conduct procurement/contracting training classes, seminars and conferences
- Market program and events
- Maintain relationships with federal, state and local government agencies and prime contractors
- Maintain relationships with trade associations
- Maintain and expand partnerships with business resource providers throughout the region
- Responsible for meeting assigned goals/metrics
- Submission of timely reports
- Attend SoBRO MBDA Business Center related meetings and required trainings as assigned
- Attend seminars, conferences, and workshops throughout the region to ensure professional development and program knowledge are kept up-to-date
- Perform duties and report counseling sessions, etc. in accordance with Department of Commerce policies.
- Assist SoBRO in marketing and promotion of its Annual Gala
- Other duties as assigned.
- Knowledge of Minority-Women Owned Business Enterprise (MWBE) certification process and/or issues of business development and key priorities within the MWBE community. –

Skills

- Knowledge of business and contracting principles
- Proficiency in financial analysis
- Local knowledge of business community
- Ability to manage multiple tasks and projects
- Ability to listen critically to identify needs and solve problems
- Strong written and communication skills
- Expertise in conducting seminars, workshops, procurement fairs or conferences that benefit businesses
- Active interest in identifying and serving the needs of start-up and existing small businesses

- Professional appearance
- Proficiency in use of Microsoft Office Suite, particularly Word, Excel, Access and MBDA Salesforce Software.

Location: Bronx, NY

Salary: \$55,000 - \$60,000 – Commensurate with experience

How to Apply

Interested parties should:

- Apply within the hosting jobsite (preferred)
- Send resume to Esther Gonzalez, SoBro, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBro provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities
TTY/TDD: 1-800 662-1220 / Voice Relay: 1-800-421-1220