

Southeastern Vermont Community Action (SEVCA)

Job Description

Position Title: Economic Development Program Director (EDPD)
Department: Economic Development
Supervisor: Executive Director
Job Classification: Salaried / Exempt; Full-Time

Job Objectives and Job Summary

Client enrollment, screening, service provision & recordkeeping for Micro Business program; overall responsibility for planning, implementation, management, supervision, reporting, monitoring & evaluation of services and operations of the Economic Development Department, including: Micro Business (MB) Startup / Retention / Enhancement support, Ready for Work (RFW) Job Readiness, Financial Fitness (FF), VT Matched Savings (VMS), Volunteer Income Tax Assistance (VITA), and any other programs consistent with the purpose / goals of the department and/or agency; and exploration / implementation of opportunities for Economic Development initiatives.

Primary Functions

1. Develop, enhance, and/or maintain systems, policies, and procedures for the effective and efficient provision of services to clients of the programs within the ED Department, in compliance with all applicable federal, state, and local laws, regulations, and contracts, funding source requirements, and SEVCA policies.
2. Recruit, screen, and enroll clients in the various ED programs, and provide or ensure the provision of appropriate services to meet their needs, including: business counseling, business plan assistance, loan preparation, tax preparation assistance, financial literacy training, asset development, and referrals to other agencies for additional needed services.
3. As feasible, explore prospects for initiation and/or participation in economic development projects & initiatives that can enhance workforce development and community development opportunities.
4. Oversee, monitor and evaluate service provision and program operations and ensure that all funding source programmatic, fiscal, and reporting guidelines are followed, including the tracking and maintenance of client databases.
5. Recruit, hire, train, supervise and evaluate all ED staff in accordance with SEVCA Personnel Policies and Procedures and all applicable laws and regulations.
6. Develop and monitor department and grant budgets, in conjunction with the Finance Director.
7. Conduct long range strategic planning for program operations and identify possible sources of funding for continuation or expansion, including participation in joint proposals with the state MB / FF / VMS network.
8. Prepare appropriate grant applications and oversee development and implementation of related program contracts.
9. Market ED programs through news media, coordination with other SEVCA programs, presentations to community groups and service organizations, and other marketing methods as needed and feasible.
10. Develop and maintain effective partnerships and positive relations with the broader community, including related service providers, other non-profits, businesses, state and federal agencies, municipalities, chamber of commerce and other community organizations.

Created: ___/___/20___

Reviewed: 8/25/2020 **SG**; 9/27/2020 **SG**; 12/27/2020 **SG**; ___/___/20___

Updated: 8/25/2020 **SG**; 9/27/2020 **SG**; 12/27/2020 **SG**; ___/___/20___

11. Participate in meetings, retreats, conference calls and other activities of the state Micro Business program network, the Vermont Business Development Network, and other mission-related state and regional associations to enhance the effectiveness of ED programs.
12. Participate in agency decision-making, training, team-building, and strategic planning as a member of the Program Directors and Leadership Teams.

Other Functions:

1. Establish and maintain coordination and communication with other SEVCA programs and community service providers, take steps to integrate financial empowerment principles and activities into other services, and disseminate program information to other interested parties.
2. Support and, where feasible, participate in fundraising activities.
3. Perform any other duties requested and/or approved by the Executive Director that are consistent with the functions of this position and with the mission, goals, and priorities of SEVCA.

Job Standards/Accountability:

1. ED programs operate effectively and efficiently, and in compliance with all applicable laws and requirements, in order to provide the highest quality services to the largest feasible number of clients.
2. The standards for measuring success in the position may include: businesses started, expanded, and sustained; jobs created; incomes increased; VMS assets accumulated and used for eligible purposes; completed and active VMS clients; clients receiving business counseling, tax assistance, FF training, and other services; and referrals to / from other providers.
3. Public awareness of the agency and its work are increased and the agency's image and standing in the community are improved.

Working Conditions:

1. Entails routine office work, including use of computers, phones, fax and other office machines, and extended periods of time sitting, alternating between working at a keyboard, attending meetings, and speaking on the phone.
2. Regular meetings and collaboration with clients, staff, and community partners to plan, develop, and implement programs and services; sometimes meeting people out of the office and/or working outside of normal business hours for meetings and community functions to conduct business.
3. Extensive local travel within service area and some statewide and occasional regional and national travel.

Qualifications:

1. Bachelor's degree in business-related field consistent with developing skills and expertise to fulfill job duties, and 3 years of related work experience required, such as business owner / manager, counselor or educator. Demonstrated track record in the field and the generally accepted industry equivalent in years of experience may substitute for the required degree.
2. Good working knowledge of business management principles and best practices, business planning and financial management required, and familiarity with local, regional and statewide business development resources preferred.
3. Supervisory or department-level management experience required; both strongly preferred.
4. Strong oral and written communication skills with diverse individuals and groups.
5. Strong computer skills, including proficiency in MS Office applications and database management.