



*Established in 1957, the Southwest Detroit Business Association (SDBA) works with investors, entrepreneurs, customers, and neighbors to capitalize on Southwest Detroit's competitive advantage. We support our community's vision for a healthy, vibrant neighborhood. The Association is a coalition of businesses and community interests committed to facilitating the continuation and enhancement of a stable, economically healthy Southwest Detroit. We accomplish this by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit.*

**Detroit Small Business Advocacy Center Manager:**

The Southwest Detroit Business Association (SDBA) is seeking a highly motivated individual to join our team as a full-time professional to manage our Detroit Small Business Advocacy Center. The SBAC Manager will build capacity and further develop and strengthen Detroit-based small and minority contractors to create opportunity in the construction industry by: partnering with Detroit-based subcontractors to guide them through the processes of getting bonded, DBE/Disadvantaged Business Enterprise-certified for work with the City, County, or State, as well as Prequalification status with various Prime Contractors and municipalities; brokering partnerships between prime contractors and Detroit-based subcontractors; and, linking Detroit residents with entry level construction jobs or jobs training opportunities. Activities are designed to build capacity, strengthen the industry with viable minority-owned contractors, and create diversity and opportunity for entrepreneurs of color and residents.

**Job Summary:**

This position reports to the SDBA President. Within the organization, additional working relationships are with the Vice President of Programs and Compliance in support of fund development efforts associated with the Advocacy Center and with various consultants.

**Principle Responsibilities:**

- Identify and recruit new contractors into business development “pipeline.”
- Identify contractor goals and needs, such as bonding capacity and access to financing or lines of credit, business certifications, and other critical capacities necessary for developing their business, and broker those needs to an appropriate technical assistance provider.
- Provide technical assistance in support of DBE certification, MDOT- prequalification and certifications by the City of Detroit, Wayne County Airport Authority and the Windsor-Detroit Bridge Authority, and any other designations’ necessary to create opportunity.
- Identify local advisor(s) to assist participating contractors with business development and strategy as well as business practices.

- Link contractors requiring additional services with local technical advisor(s).
- Identify employment needs/opportunities available with participating contractors or others.
- Provide list of employment needs/opportunities with participating contractors or others.
- Submit monthly report to program partners and the evaluation team.
- Serve as the SDBA liaison to the Partnership for Diversity and Opportunity in Transportation (P-DOT) and other community committees as related to the Small Business Advocacy Center.
- Assist MDOT in recruiting local contractors for the Bonding Education Program and developing BEP curriculum.
- Identify and secure funding to continue the operations of the Small Business Advocacy Center.

**Minimum Qualifications:**

- Experience working with minority-owned and women-owned contractors, particularly in urban and immigrant communities
- Outreach and sales skills to identify and enroll host community contractors in the program
- Basic computer skills (Word, PowerPoint, Excel, etc.)
- Advanced communication skills, both verbal and written
- An understanding of equity issues affecting communities of color
- Formal educational background and/or three to five years' work experience in marketing, events coordination, community/public relations, and communications.
- Strong written and verbal communication skills.
- Proficient in computer skills (MS Word, Excel, fund development databases and social media tools) required.
- Strong interpersonal skills required.
- Must be comfortable interacting with small business owners, entrepreneurs and commercial property owners of various races, ethnic groups and religions.
- Strong organizational skills and the ability to manage multiple projects at a time.
- Experience working with vendors, contractors and volunteers.

**Preferred Qualifications:**

- Three to five years demonstrated experience in successfully securing, managing, reporting on, and executing local and state contracts particularly in the construction industry
- Bi-lingual, Spanish/English proficiency.
- Bachelor's degree in business or related degree.
- Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities.
- Experience writing press releases, making presentations and interacting with media.
- Demonstrated professionalism, integrity and judgment in response to issues in the public relations and social media space.

**Time commitment:**

Full-time, salaried position, flexible business hours in consideration of frequent evening and weekend activities.

**Compensation:**

SDBA offers a competitive salary, commensurate with experience, and a generous benefits package.

**Application and Inquiries:**

Interested candidates should submit a cover letter, resume, and three business references to Robert Dewaelsche, President, SDBA, at [robertd@southwestdetroit.com](mailto:robertd@southwestdetroit.com). The next round of applicants will be evaluated after August 16, 2019 but this posting will remain open to interested and qualified candidates until the position is filled.

**SDBA IS AN EQUAL OPPORTUNITY EMPLOYER**

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