

Job Description:

Economic Development Program Manager

Urban Impact's mission is to break the cycle of social, material, and spiritual poverty in under-resourced neighborhoods. We are a non-profit organization that has been a consistent presence in Seattle's Rainier Valley and beyond for over 34 years.

Urban Impact's growing and exciting economic development efforts supporting local entrepreneurs include our Sharks At The Beach entrepreneurship program, empowering aspiring local entrepreneurs to launch and grow their business ideas, and Thrive Business Academy, an accelerator program designed to supercharge the success of small businesses in Seattle's under-resourced communities.

Position Overview: If you are passionate about microenterprise startups and assisting small businesses in under-resourced communities, join us as the Economic Development Program Manager.

Urban Impact is seeking an Economic Development Program Manager responsible for directing and facilitating the processes and resources around Urban Impact's economic development efforts. You'll be part of our growing team of community, business, and church partners working to expand our economic development efforts geared to support under-resourced entrepreneurs and cultivate a thriving local economy. Strong organizational skills, being a self-starter, and a willingness to learn are musts. We are looking for a Program Manager excited about building relationships, managing resources and processes, and making an impact.

Reports To: Economic Development Director

Employment Status: Full-time

Key Responsibilities:

- Plan and coordinate the implementation of Econ Dev programming in partnership with the Program Director and supervising the Program Associate.
- Lead the planning and implementation of Urban Impact's Sharks At The Beach pitch event.
- Lead recruitment and coordination of volunteers and contractors engaged in Econ Dev programming.
- Currently, programming is on a work from home basis due to covid restrictions. As conditions improve, programming will transition back to on-site. Future work location status will be up for discussion.
- Drive program continuous improvement, discerning participant needs and current best practices.
- Work with the Econ Dev Director to launch a community-based investment and loan fund collaborating with community partners and financial institutions to establish and implement the fund process.
- Collaborate with community partners to enable UI to serve as a hub for information, resources, initiatives, technical assistance, etc. which will benefit the entrepreneurs and small businesses we serve.
- Work with the Econ Dev Director to develop and implement a performance measurement system and customer relationship management system.
- Collaborate with UI's Development and Communications Team to promote Econ Dev events and to engage community partners and supporters.
- Participate in Urban Impact's Strategic and Operational planning process to document, track and manage key processes, activities, and metrics.
- Wisely steward resources in planning/implementing activities while staying within budget.
- Participate in Urban Impact fundraising events and activities.
- Lead the documenting of impact stories which highlight program achievements.
- Periodically evaluate training effectiveness and needs via stakeholder input.
- Attend applicable Urban Impact staff meetings and trainings.
- Adhere to all Urban Impact fiscal policies, including budget guidelines and spending procedures.

Desired Characteristics:

- Interest in entrepreneurship, microenterprise startups, community development, and impact investment
- +5 years experience in program management and/or operational related roles
- Fits Urban Impact's culture (community-oriented, adaptable, supportive, and creative)
- Competent relating with people of diverse ethnicities, cultures, backgrounds, and work styles
- Strong writing and communication skills, especially interpersonal and customer service skills
- Proven attention to detail and organizational skills through prior work or life experience
- Highly proficient with Microsoft Office and Google Suite
- Self-starter and problem solver, with the ability to work independently and as part of a team
- Bachelor's Degree from an accredited college or university or equivalent professional experience

Other Requirements:

Agreement with Urban Impact's Vision, Mission, Values and Statement of Faith

Compensation: \$58,000 - \$63,000 per year DOE; Full Benefits available

How to Apply: Send resume and cover letter to HR@urbanimpactseattle.org. References with contact information may be requested.