



## community development partnership

### **Manager of Business & Credit Programs Sought**

The Community Development Partnership (CDP) seeks a Manager of Business and Credit Programs to administer and manage CDP's business initiatives and lending programs. The Community Development Partnership leads the Lower Cape (Harwich, Chatham, Brewster, Orleans, Eastham, Wellfleet, Truro & Provincetown) in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

#### **The Organization**

For 29 years, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. We preserve existing homes and create new affordable rental opportunities. We support and strengthen local small businesses as they start-up and grow. We protect our fragile natural environment. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, clients, business owners and community leaders in setting our priorities.

The CDP has a full-time staff of 17 professionals and an estimated Fiscal Year 2022 annual budget of \$3.8 Million.

#### **Manager of Business and Credit Programs**

The Manager of Business and Credit Program (Manager) provides program implementation support to the Director of Business & Credit Programs and is also responsible for outreach to strategic business communities. In addition, the Manager is responsible for encouraging and nurturing partnerships with local businesses, community members and other non-profits to further the CDP's mission. The Manager reports to the Chief Program Officer (CPO).

The Manager will work out of CDP's Office located at 3 Main Street Mercantile, Unit 7, Eastham, Massachusetts. This is a Full-Time Exempt Position (37.5 hours/week).

#### **Our Ideal Candidate**

Our ideal candidate will be an ambitious professional who takes initiative. We seek a collaborative and dependable team player, who exhibits sound judgment to effectively carry out the daily functions of this position and establishes good working relationships with other staff and external clients of the CDP. Additionally, our ideal candidate will be self-motivated, have a passion for the work we do and an understanding of how a non-profit organization functions.

## **Specific Duties will include:**

### **Loan Programs:**

- Respond to inquiries for loans and schedule appointments with appropriate staff member
- Review applications to ensure complete submission of required program documentation
- Prepare agenda and attach documentation for meetings of Business & Credit Committee
- Coordinate loan closings
- Process loan payments on GMS and report loan activity on a monthly basis. Report principle and interest breakdown to Chief Financial & Operations Officer for each loan payment and any other adjustments made to loan balances
- Maintain client records, files and data collection systems

### **Cape Cod Fisheries Trust:**

- Assist Director of Business & Credit in the preparation of applications, leases and required program documentation
- Maintain client records, files and data collection systems
- Monitor non-financial loan covenants annually

### **Workshops & Technical Assistance**

- Respond to inquiries for technical assistance and professional services grants
- Maintain client records, files and data collection systems for grant reporting
- Assist Director and CPO with preparation of grant reports as needed to meet grant requirements
- Schedule and facilitate workshops
- Coordinate with program partners to facilitate program and workshop deliverables (Cape Light Compact, Cape Cod Chamber of Commerce, SCORE, Provincetown Commons and other workshop providers)
- Train to be able to provide technical assistance

### **Marketing and Program Promotion**

- Maintain database for weekly emails through Constant Contact
- Distribute monthly business e-newsletter Inside Scoop
- Conduct outreach to share CDP's experience and program offerings
- Develop and implement strategy with Director for outreach to BIPOC and immigrant business owners
- Periodically represent the organization at community meetings, chamber of commerce events, trade shows, legislative forums, etc.

### **Other**

- Attend meetings and trainings as appropriate

- Other related responsibilities as required

### **Skills and Experience**

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

#### **Required**

- A college degree or a minimum of five years of experience in a similar position is required.
- Knowledge and understanding of small business practices and terminology, preferably in a not for profit organization.
- Strong organizational skills.
- Excellent verbal and written communication skills.
- Fluency in the use of Microsoft Word, Outlook, Excel, Power Point, and Windows is a must.
- Ability to work both as part of a team and independently with limited supervision.
- Strong analytical and interpersonal skills.
- High level of professional judgment, tact and initiative in preparing appropriate management recommendations.

#### **Desired**

- Knowledge of housing and community development issues on the Cape.
- At least four years of experience working in small business development.

### **The Selection Process**

To apply, please send a resume and **cover letter** to Ann C. Robinson, Chief Program Officer, Community Development Partnership, [Ann@capecdp.org](mailto:Ann@capecdp.org). No phone calls or letters please. **Your cover letter must describe your previous professional experiences in detail and illustrate how those experiences have prepared you for this position.** Applications will be reviewed and acknowledged on a rolling basis.

This position is exempt, full-time (37.5 hours a week). The annual salary range is \$55,000 to \$65,000. The CDP also provides a generous package of benefits including vacation and sick time, health insurance and retirement benefits that include a simple IRA with a 3% company match. The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.