



Position Title: Business Manager
Reports to: Founder & CEO
FLSA Status: Non-Exempt
Salary Range: \$75,000 - \$100,000

POSITION SUMMARY:

Develops relationships with businesses with the goal of providing support and assistance with their business needs. Collaborates with staff members, partners, and community members to promote English and Spanish resources that are related to Adelante Community Development. Adheres to Organization policies, procedures, and processes to prevent the loss of assets or other potential liability.

ESSENTIAL FUNCTIONS:

- Use all forms of outreach (virtual and in-person) to engage, educate, and promote Adelante Community Development programs and services.
- Support the Founder & CEO to be community-responsive to the local business owners with new programs, community partnerships, program sponsorship, and program collaborations.
- Coordinate on and off-site programming, workshops, tours, and community events through meetings with community partners, solicitation of program sponsorship, volunteer engagement, and outreach.
- Collect and analyze data on local demographics, develop results, and present the conclusions to the relevant individuals and partners.
- Organize trainings, presentations, and activities relevant to community outreach programs and priorities.
- Coordinate communication and services among new and existing partners and consultants to incorporate all business services into one team effort.
- Strong collaboration and fostering strong relationships with partners, maintain awareness of their programs and services, and promote cross referral opportunities.
- Provide technical assistance and liaison services to connect businesses with programs and services available through Adelante Community Development; help businesses navigate through government regulatory processes such as business licensing, permits, tax processes, and code requirements.
- Communicate in English and Spanish for public speaking activities, written communication, group event, and one-on-one meetings.
- Assist with coordination and hosting of meetings, events, workshops, business functions, and community programs. Some evenings/weekends may be required.
- Assist with marketing efforts in English and Spanish through invitations, PowerPoint presentations, event calendars, marketing collateral, website content, social media posts, newsletters, etc.
- Any other duties, as assigned.

REQUIRED SKILLS:

Basic Skills

- Ability to communicate effectively in English and Spanish for public speaking activities, written communication, group events, and one-on-one meetings.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to work successfully in a team-oriented atmosphere and speak to others to convey information effectively.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Monitoring and assessing the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Understanding written sentences and paragraphs in work related documents.

Social Skills

- Social perceptiveness, which is being aware of others' reactions and understanding why they react as they do.
- Coordination with adjusting actions in relation to others' actions.
- Service orientation mentality, which is actively looking for ways to help people.
- Negotiation tactics including bringing others together and trying to reconcile differences.
- Instructing and teaching others how to perform a task.

Computer Skills

- Proficiency in Adobe Suite, MS Office, and any other required programs.

Resource Management Skills

- Considering the relative costs and benefits of potential actions to choose the most appropriate option.
- Determining how a process should work and how changes in conditions, operations, and the environment will affect outcomes.
- Managing one's own time and the time of others.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Physical Demands

The employee is required to frequently stand, walk, sit, use hands and fingers, reach and lift with arms, climb, stoop, kneel, crouch, or crawl. The employee is required to frequently lift up to 30 pounds without assistance. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The employee typically works indoors in a standard office environment but may also be required to travel for meetings with clients or for off-site events. This is a position that is fully in-office.

EXPERIENCE & QUALIFICATIONS:

Years of Experience: Minimum of 10 years of Business Experience or 5 Years Business Experience with a bachelor's degree

Education: High School Diploma or GED

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Adelante Community Development is an equal opportunity employer.

By signing below, I acknowledge that I can complete the essential functions of my job with or without reasonable accommodation. I understand that if I need a reasonable accommodation for a protected disability, I will notify the Executive Director. I understand that the decision for granting reasonable accommodation will be on a case-by-case basis.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME