



Position:	Women's Business Center Program Director
Status:	Full-time, eligible for benefits
Salary Range:	\$50,000-\$55,000
Location:	Greenville, South Carolina

Organization Description:

CommunityWorks is a non-profit certified Community Development Financial Institution (CDFI) and an SBA micro lender committed to building financial equity by providing resources that support small business growth, entrepreneurship, and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 12 years, CW has created opportunities for people, communities and entrepreneurs in the Upstate community and throughout South Carolina, with a focus on people and communities of color. Our programs focus on equitable access to financial coaching, connections with one-on-one business coaching, access to loans to build small business, develop affordable housing, and building credit and assets. Since its inception, CW served over 7,352 and has generated over \$382 million in local economic impact.

Diversity, justice, and inclusion are key values within CommunityWorks. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Purpose:

Women's Business Center's mission is to "act as a catalyst for providing in-depth, substantive, outcome-oriented business services to women entrepreneurs, both nascent and established businesses, a representative number of which are socially and economically disadvantaged. The CW WBC federal program enables CommunityWorks to affect substantial economic impact in the community as measured by successful business start-ups, job creation and retention, and increased company revenues." This program complements CommunityWorks' overall mission to increase the economic well-being of people and communities through education, lending, and investing.

Key Responsibilities:

Program planning, Development and Implementation

- Develop and implement program plans to address client needs, ensure grant obligations are met, and economic impact is realized
- Manage all program implementation aspects of the CW WBC.
- Integrate with partner programs and services to ensure success for CW WBC clients
- Track and analyze activities and outcomes of programs



- Report to CW WBC Advisory and CW boards on WBC program
- Maintain and implement annual program planning schedule
- Develop and implement marketing and outreach plan to ensure program goals are met

Business Training and Consulting

- Recruit, hire, train and manage program staff, instructors, consultants, volunteers, and interns
- Create catalog of business training offerings and manage staff and contractors that provide trainings
- Attend and speak at community meetings and events
- Provide business counseling and group education towards the development of women-owned businesses
- Manage staff and consultants to provide these same services

Grant Administration

- Co-develop and manage all program administrative and budget needs
- Keep accurate and consistent records of client activity
- Ensure that SBA budget expenditures are properly disbursed and documented
- Complete and submit quarterly and annual reports as requested by both SBA district and federal offices to ensure compliance with and adherence to all SBA regulations and requirements
- Ensure programs are tracked for effectiveness and meeting CW WBC goals/milestones
- Attend SBA conference calls, webinars and training conferences.

Skills and Qualifications:

- Dedication to CommunityWorks and WBC mission
- Experience in nonprofit organization and grant management
- Ability to implement administrative processes and program plans
- Demonstrated skills in program outreach, marketing, and client interaction
- Ability to identify priorities, take initiative and make clear recommendations to ensure successful delivery of programs, services, reporting and customer service
- General knowledge of microenterprise/small business development field and business concepts
- Financial skills: budgeting, cash flow
- Willingness to travel and work evening or irregular hours as needed
- Must be adaptable and able to respond to changes in the working environment
- Must be willing to have a flexible schedule
- Must have a high level of computer and social media skills
- Must have solid written and verbal communication skills
- Must have an ability to train others in skills and knowledge
- Must be able to work independently and exercise good judgment in a team environment
- Must be open and have a willingness to learn in all areas of job description



Requirements:

- Bachelor Degree in Business or similar field or 5 years equivalent experience.
- Two years of experience working in a non-profit or government agency preferred.
- Experience working in microenterprise or small business development and/or nonprofit organization community-based development.
- Computer proficiency and excellent writing skills a must

If interested, please send a resume and cover letter to careers@cwcarolina.org.