

Business Development Associate
Slavic Village Development- Position Description

Job Title:	Business Development Associate	Reports To:	Director of Business Development
Department:	Business Development	FLSA Status:	Exempt
Date:	April 2022	Approved By:	Executive Director

PURPOSE

Slavic Village Development is seeking candidates for the full-time position of Business Development Associate. The Associate will work alongside the Director of Business Development to promote business development and revitalization within the community by coordinating the development of new businesses, the retention and growth of existing businesses, and the improvement of commercial and industrial buildings through renovation and new construction projects. The Associate will also lead events that promote the Broadway Slavic Village neighborhood and Slavic Village Development.

The ideal candidate is a highly organized and enthusiastic generalist interested in main-street development and promoting diverse neighborhoods who likes working in the wide variety of fields covered by SVD. Staff members at SVD generally work on a wide variety of projects and are oftentimes called on to assist each other.

ESSENTIAL JOB FUNCTIONS

1. Works on business development programs under the supervision of the Director of Business Development
2. Coordinate and manages marketing events for SVD, including Celebrate Slavic Village, Pierogi Dash, Rooms to Let, and Nite at the Races
3. Develops and implements marketing strategies to promote area attractiveness for commercial and industrial organization operations including relocation and retention strategies. Researches area service needs, and applicable incentives.
4. Assists in the acquisition of properties for commercial development and expansion projects by identifying and recommending distressed, vacant or nuisance properties for rehabilitation. Researches property records and prepares required reports for analysis and review.
5. Enforces industrial and commercial code compliance, and assists businesses in obtaining required permits. Identifies potential violations, and serves as liaison to city officials and enforcement agencies in researching and resolving community issues or concerns.
6. Interacts with and assists area merchant groups.
7. Maintains a professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
8. At times directs the work of business development interns

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Works with other members of the SVD development team (residential, sustainable, and environmental development) to coordinate on projects
2. Assumes additional responsibilities and performs special projects as needed or directed

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

A high school diploma or GED is required with a Bachelor's Degree and 0-2 years in community development preferred. However, other experiences will be taken into consideration.



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Knowledge, Skills, Abilities and Personal Characteristics

1. Desire to build a working knowledge of business and main-street development procedures.
2. Ability to communicate with all levels.
3. Ability to deviate from standardized work and established procedures to resolve special problems.
4. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
5. Basic math skills (addition, subtraction, multiplication, and division).
6. Ability to operate standard office equipment and follow office procedures.
7. Able to work independently with minimal supervision.
8. Strong attention to detail; ability to perform duties with a high level of accuracy.
9. Proficiency with Office 365 required. Ability to use CRM and graphic design software a plus.

Certifications, Licenses, Registrations

None

PHYSICAL DEMANDS

- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment.
- May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Slavic Village Development. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

COMPENSATION

- Annual salary of \$36,000 to \$40,000, commensurate with experience and qualifications
- Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days. Vacation days must be used in the year they are accrued.
- Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment. Sick days may be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24th and January 1st.

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- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.
- Competitive health and dental insurance, with 100% of premiums for base plan paid by SVD. Employees may choose additional coverage by paying for the additional premium cost.

Applications should include:

1. Cover Letter with available start date
2. Resume
3. A writing sample solely authored by the candidate that may be relevant to this position

Application will be accepted until Monday, May 16th at 5 p.m. EDT. Please email or mail to:

Marilyn Mosinski, Director of Business Development
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127
Email: marilynm@slavicvillage.org

ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village, a five-square mile neighborhood of 22,000 Clevelanders. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living. SVD is an equal-opportunity employer.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 30 years. In particular, the housing development program has been a longtime source of pride for SVD, is a leader among CDCs throughout the country, and has been covered by international media. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and deeply experienced staff members.