

NewVue Communities

Fitchburg, MA

Small Business Developer Opportunity

\$55,000 - \$65,000 commensurate with experience

This is a full-time position, Monday-Friday, with a hybrid work schedule.

Position Overview

NewVue Communities is seeking a Small Business Developer to join their team in Fitchburg, MA. Reporting to the Director of Small Business Development, the Small Business Developer will be responsible for small business assistance projects and ventures including workshops, groups and the operation of NewVue's technical assistance program. This position will require administration of small business assistance programs, marketing of programs, technical assistance and training to small and micro-business entrepreneurs, preparation of loan packages, and the negotiation of financing terms. The Small Business Developer will work with various board committees as well as a diverse constituency. The successful candidate must be sensitive to the concerns and needs of minority owned small businesses, and low-income individuals.

Small Business Developer Job Qualifications

- College degree required in finance, economics, business administration, or a related field.
- Experience in community development, the administration of small business or micro loan programs, and technical assistance to small businesses strongly preferred.
- Familiarity with standard financial reports, business statements and commercial lending a plus.
- Excellent oral and written communication skills.
- Ability to work independently and collaborate with external partners, including volunteer boards, community groups, small businesses, and low-income individuals.
- Bilingual in Spanish and English (oral and written) required.
- Experience running a small business a plus.

Why you should apply

- Grow professionally in a collaborative, values-based environment with opportunities for leadership and skill-building.
- Make a meaningful impact by delivering programs and services that address community needs.
- Friendly, inclusive culture, work/life balance and flexible, supportive collaboration.

Overall Responsibilities

- Work within a team-oriented environment to advance NewVue's mission and all its initiatives.
- Support the success of fellow staff, Board, and committees.
- Represent NewVue at boards, partner meetings, and events with funders and related companies.
- Collaborate across departments to maximize linkages between programs and advance NewVue's goals and membership focus.
- Attend and contribute to committee meetings, organizational events, membership meetings, and special events as required.
- Perform other duties as appropriate and consistent with New Vue's mission.

Key Responsibilities

- Deliver one-on-one technical assistance to small businesses and entrepreneurs, including business planning and financing guidance.
- Help small businesses apply for and secure loans to finance their ventures.
- Supervise consultant experts engaged to address entrepreneurs' needs.
- Plan and implement outreach, intake, and assessment processes for all small business assistance programs.
- Collaborate with senior staff to expand services to underserved constituencies.
- Plan, coordinate, and facilitate small business workshops.
- Prepare and submit statistical and narrative reports to program funders, in coordination with leadership.
- Maintain and oversee computer tracking systems for business clients.
- Coordinate grant writing and fundraising efforts with the Executive Director and Director of Development and Communications for agency-sponsored small and micro-business programs.
- Coordinate activities with community organizing and homeownership staff.
- Maintain liaison with area businesses and business groups.
- Represent CDC at required regional meetings such as MACDC Small Business Group, and appropriate local ones determined by the Executive Director, such as City Council hearings and Chamber events.

About NewVue Communities

NewVue Communities is a community development corporation led by residents of diverse incomes and backgrounds. We envision healthy neighborhoods where people choose to live, work and invest. Through our four program lines of community organizing, homeownership, small business, and real estate development we work to develop quality housing, create economic opportunities, and foster civic engagement in North Central Massachusetts from Athol to Harvard.

NewVue Communities is an equal opportunity employer, dedicated to building an inclusive and diverse workforce.

Note: This job description is not intended to be all-inclusive, or exclusive. In this position it may be asked to perform other tasks as may be required. Those considered for this position must be sensitive to the needs of low- and moderate-income persons, as well as responsive to the community that NewVue serves, funders, program participants, and NewVue's members.

If you believe that you have skills and qualifications that would contribute to NewVue and to this position, we encourage you to apply. Please submit a cover letter and resume as one document to jobs@nvcomm.org. No letters or phone calls please. Questions should be addressed to: Sarah Tavitian, Small Business Senior Manager – stavitian@nvcomm.org. Position will be open until filled.

NewVue Communities views diversity, inclusion, and cultural competence as vital principles in all of our work with clients and communities. We welcome and encourage applications from visible minority

groups members, indigenous persons, members of the LGBTQ community, persons with disabilities, and others who may contribute to the diversity of the organization and who reflect the diversity of the communities we serve.

NewVue Communities provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Women, minorities, individuals with disabilities and veterans are encouraged to apply.