

Director of Business Development
Slavic Village Development

Reports To: Executive Director

Date: October 14, 2024

ABOUT SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is the Community Development Corporation which serves the Broadway Slavic Village neighborhood. 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 that has an inclusive and equitable working environment. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law. We strongly encourage individuals of all backgrounds and cultures to consider this position.

ESSENTIAL JOB FUNCTIONS

Slavic Village Development is seeking an experienced and knowledgeable person to serve as our Director of Business Recruitment and Development. This is a senior position that reports to the Executive Director. Responsibilities will include:

- Along with the Executive Director, develop business attraction and retention strategies for industrial and retail business development
- Provide technical Assistance to existing and potential businesses to navigate city permitting and licensing processes; and access incentive programs such as the Neighborhood Retail Assistance and Storefront Renovation Programs
- Assist with public improvements and processes (e.g. Transit-Oriented Development, Planning, and Engineering)
- Liaison to Design Review Committee, City Planning Commission and the Department of Economic Development in processes such as Building and Housing, Planning Commission, Board of Zoning Appeals and advising local Building and Zoning Code
- Pre-Development assistance including layered financing methods (loans, grants, tax credits, TIF's, etc.)
- Assist with preparing budgets and delivering periodic status reports to Slavic Village Development Board of Directors and stakeholders

- Regularly assess priorities and ensure the organization is staying current with national best practices
- Bid and manage contracts with service providers

QUALIFICATIONS

1. Strong attention to detail; ability to perform multiple projects with a high level of accuracy
2. Proficiency with Office 365, CRM, MailChimp, and Monday software preferred
3. Knowledge of commercial real estate and real estate finance
4. Strong written and verbal communication skills
5. An undergraduate degree in Business, Urban Planning or a related field; with a Master's Degree preferred
6. 5 years' experience in Community Development work preferred

COMPENSATION

- Annual salary starts at \$68,000 commensurate with experience and qualifications
- Paid Time Off - **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. **Sick days**: employees receive up to seven (7) paid sick days per calendar year to full-time employees unable to work due to illness or need for medical treatment. **Paid holidays**: Ten (10) paid holidays, with an additional four (4) days off between December 26th and 31st
- 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 for the employee paid by SVD**. Employees may choose additional coverage by paying for the additional premium cost.
- Flexible remote work environment with a designated work from home day each week
- Stipend of \$50 per month for personal cell phone usage

PLEASE EMAIL COVERLETTER, RESUME AND THREE (3) PROFESSIONAL REFERENCES TO:

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