



5530 Chester Avenue, Philadelphia, PA 19143 | PH: (215) 729-8225 ext. 8225 | FX: (215) 729-8208 | www.acanaus.org

Position Title: Community and Business Development Manager

Site: ACANA CDC

Reports To: ACANA CDC Administrator

Status: Full-time Employee

Position Function:

The African Cultural Alliance of North America (ACANA) is a 501 (c) (3) non-profit organization located in the heart of Southwest Philadelphia. ACANA Community Development Corporation is a culturally diverse neighborhood's primary driver for change, geared towards the creation of vibrant business community and ready to utilize City, State and other resources towards improving the quality of life in the neighborhood through small and medium skill enterprise development. The Agency is seeking a community and business development manager to facilitate its community and business strategy on the commercial corridors. The ideal candidate is expected to cultivate relationships with a diverse business/client base and have lending experience. He/she will serve as an intermediary between Business Owners on Woodland, Elmwood and Chester Avenues and the City Departments and Other technical and micro-lending providers.

Qualifications:

- Relevant work experience or a BA in relevant field e.g. economic community development, city planning, business development, public administration
- Field work experience dealing with the public, including stakeholders, residents and the business community.
- Work one-on-one with entrepreneurs and business owners to identify lending needs and address financing and business development needs.
- Excellent interpersonal & public relations skills.
- Self-motivated to develop strong working relationships and stimulate business growth
- Technical computer skills.
- Job development experience
- Knowledge of city programs, agencies and business development
- Be a team player and self-starter with ability to prioritize tasks
- Highly organized with excellent oral and written communication skills
- Demonstrated experience working with culturally diverse groups of people.





5530 Chester Avenue, Philadelphia, PA 19143 | PH: (215) 729-8225 ext. 8225 | FX: (215) 729-8208 | www.acanaus.org

Duties and Responsibilities:

- Refer and work with business owners to secure loan
- Maintain relationships/contacts with local businesses owners
- Coordinate and communicate revitalization efforts with businesses along commercial corridors
- Work cross-functionally with other departments to maximize new business development and marketing efforts on the corridors
- Assist with loan portfolio collections through the lending process
- Provide training and technical assistance e.g. bookkeeping, business plan development, and other assistance as needed to the borrowers both before and after the loan closing
- Track and maintain a list of available commercial and industrial spaces along the corridor and work to place entrepreneurs in appropriate spaces
- Organize Business Association along Woodland, Elmwood & Chester Avenues
- Attend various neighborhood / community and other agencies meetings
- Serve as a liaison between local business owners and City departments
- Provide Technical assistance to business owners for Storefront Improvement Program, Instore Program, etc)
- Conduct business and economic development surveys on the corridors
- Develop a data base for storefronts and vacant lots on the corridors
- Responsible to produce quarterly of activities in the established format
- Fundraising experience
- Perform other related duties, as assigned

Knowledge, Skills and Abilities:

Must be able to communicate effectively both orally and in writing and must be able to relate effectively with community residents, business community and stakeholders.

Work Environment and Primary Work Locations:

Must be flexible to work on evening and some weekend activities. The primary location will be the designated agency at which the program operates. The work environment may include other venues at which the program may have activities such as business resource fairs, job fairs, and/or housing fairs.

Physical Considerations:

Moderate physical exertion required (walking). Must have the ability to engage in door-to-door Outreach/canvassing.

To apply, email your resume and cover letter (Word document or PDF) to mtrawally@acanaus.org with the Subject: Community and Business Development Manager
Job Application

