



Job Position:	52 nd Street Corridor Manager	Entity:	The Enterprise Center Community Development Corporation
Dept/Team:	Community	Location:	Main Offices
Reports to:	Director	Position Type: [ie: full-time, part-time, job share, contract, intern]	Full-time

Job Description

The Enterprise Center CDC extends The Enterprise Center's larger economic development mission to the neighborhood level in West Philadelphia via community engagement and neighborhood revitalization initiatives. A particular focal point of this community development work is the revitalization of the 52nd Street commercial corridor, historically known as "West Philly's Main Street," with an emphasis on 52nd Street between Arch Street and Pine Street. The 52nd Street Corridor Manger serves as the day-to-day face of this work and is the point person for providing assistance to corridor businesses, coordinating with other key stakeholders, and managing corridor-specific projects. The Enterprise Center CDC seeks a Corridor Manager who has the strong interpersonal skills needed to make lasting connections with a diverse cast of corridor businesses and stakeholders, while also possessing a keen attention to detail required to plan, track, and implement strategic initiatives.

Primary Role and Responsibilities

- Conduct outreach to 52nd Street businesses
- Provide the first line of technical assistance to corridor businesses
- Connect businesses to service providers, both at The Enterprise Center and at partner organizations, for additional technical assistance and financing opportunities
- Connect businesses to City of Philadelphia programs, including the Storefront Improvement Program, InStore, and the Business Security Camera Program
- Coordinate with property owners, brokers, and prospective tenants to fill vacancies and diversify the 52nd Street business mix
- Monitor and update inventories of corridor businesses, vacancies, and properties for sale or lease
- Build and maintain relationships with community stakeholders, including nearby civic groups
- Build and maintain relationships with local institutional partners, such as Blackwell Regional Library and the West Philadelphia YMCA
- Build and maintain relationships with key funders, including the Commerce Department and Philadelphia LISC
- Coordinate with City agencies, including Commerce, Streets, L&I, and the 18th Police District
- Support management of daily corridor cleaning and litter removal
- Engage with businesses and shoppers to encourage a clean shopping environment, in coordination with corridor cleaning staff
- Place 311 service requests to address large scale trash dumping, graffiti, and other issues
- Lead efforts to promote 52nd Street businesses, events, and history via multiple mediums, including internal social media as well as communication with local news outlets
- Coordinate regularly scheduled 52nd Street stakeholder meetings
- Lead coordination of corridor beautification projects
- Cross-coordinate 52nd Street initiatives with other organizational projects and goals
- Represent The Enterprise Center CDC at specific meetings, events, and workshops
- Support implementation of real estate development projects on 52nd Street

Qualifications and Expectations

- At least two years of experience in community and economic development
- Experience with and/or understanding of small retail business operations and small business technical assistance



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- Relevant bachelor's or master's degree preferred
- Strong verbal and written communication skills
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint)
- Experience with tracking client engagement, managing projects, and writing reports
- Comfortability working with diverse stakeholders
- Ability to juggle multiple projects while prioritizing key tasks
- Comfortability moving between office and field work on a daily basis
- Experience managing small teams preferred but not required
- Familiarity with West Philadelphia in general and 52nd Street in specific preferred but not required

To Apply

Send a brief cover letter and resume to Jesse Blitzstein at jblitzstein@theenterprisecenter.com with "52nd Street Corridor Manager" in email subject line. No phone calls, please.