

Latino Community Fund Georgia: Project Manager - Economic Development Contractor

The Latino Community Fund (LCF Georgia) a 501(c)3 nonprofit supporting Latino-Led and Latino-serving organizations and leaders with advocacy, technical assistance, program development and direct investments.

Position: Project Manager - Economic Development Contractor

Reports To: Deputy Executive Director

Description of the Opportunity:

Latino Community Fund Georgia is seeking a highly motivated and skilled professional with experience in the Economic Development and Entrepreneurship sectors with ample community connections in Georgia to lead a multi-year project with the following goals, outcomes, and deliverables:

Goals & Outcomes

Goal 1: Influence Dekalb County Commissioners and Decide Dekalb to develop a more streamlined and robust set of resources and information for immigrant and refugee-owned businesses

- *Outcome 1: The development of clear processes to access low-barrier services + information available within the county*

Goal 2: Deepen understanding of the needs of immigrant + refugee-owned businesses

- *Outcome 1: Issue a needs assessment report on immigrant + refugee entrepreneurs*
- *Outcome 2: Issue a playbook for organizations and cities on best/promising practices for immigrant + refugee services in the economic development space*
- *Outcome 3: Develop a specific set of recommendations to protect, sustain + promote the preservation of historically immigrant corridors with brick-and-mortar businesses*

Goal 3: Expand access to capital efforts for immigrant-owned businesses in the Metro area

- *Outcome 1: Incorporation of a CDFI focused on immigrant + refugee businesses with the launch of a specific financial product with a streamlined application*

Deliverables:

- Identification (audit) and mapping of all culturally and linguistically appropriate entrepreneurship resources and support services offered to immigrants and refugees along the 2 focus geographic areas, including Business Serving Organizations (BSO), local government offices and programs, nonprofit organizations, and other community-facing groups
- Needs assessment for immigrant and refugee-owned businesses. Research project updating and expanding on the 2018 Georgia Latino Entrepreneurship as a base
- Deep data dive into the Buford Highway Corridor and City of Clarkston focused on brick-and-mortar businesses
- Identification of current efforts and promising practices to preserve affordable commercial spaces in alignment with the immigrant and refugee character of the focus areas.

- Gap analysis on needs vs. services/resources offered based on findings of the research project
- Identification of potential key partners for access to capital (both loans and micro-loans) with current or potential cultural competencies and relevant products and processes
- Development of policy and programmatic recommendations for the county, and business serving organizations (BSO)

The contractor will work closely with the Executive Director in this project and will represent LCF Georgia with core partner organizations in the development of plans, and implementation of the grant, will do outreach to business owners, document work, and organize materials and outcomes for reporting to the funder.

The contractor will manage a timeline to ensure KPI's as part of the grant are met and will cultivate relationships on behalf of the organization with the support of the Executive Director and Deputy Executive Director.

This is a 2 year engagement. A contract will be issued on an annual basis and renewal will be done based on KPI's and deliverables met.

Core partners in the grant have been selected and will receive grant funds to support their work. Academic and analysis partner has been identified and will be secured through LCF Georgia directly.

Responsibilities

Landscape analysis and mapping:

- Organize core partners and lead the development of a map of BSO's, community and government agencies, and others in support of refugee and immigrant business owners in Dekalb and Gwinnett for the deliverable of a landscape analysis, gaps and opportunities report, and visual presentation.

Immigrant & Refugee Needs Assessment

- Work with a core group of partners and LCF Georgia to finalize survey questions, test platform, and roll out with a dedicated outreach plan
- Track and report on the status of data collection, update plan as needed with recommendations for efficient and effective statewide reach and representation
- Work with ED and core partners to determine key topics to highlight and develop the narrative of the report
- Help organize the launch of findings and roll out of the report.

Commercial Corridors Recommendation

- Work with a core group of partners to identify best practices to keep the historical immigrant character of economic development corridors
- Aggregate, document, and organize data into best practices for report design and dissemination
- Engage with local governments (counties and cities) and brick and mortar businesses to learn about current policies and opportunities for improvement along Buford Highway and in Clarkston.

Access to Capital Resources and Products

- Work with core group of partners to Identify best opportunities through CDFI's and others for access to capital (both loans and micro-loans) and develop key recommendations of partners and products
- Identify opportunities for streamlining process and access to capital
- Co-develop a product designed for immigrant and refugee business owners based on needs assessment and work on a timeline for launch and seed capital.

Required Skills & Qualifications

- Three years of similar work experience in the Economic Development and Entrepreneurship space
- Established relationships and trust in community
- Committed to LCF Georgia's mission, social justice, and immigrant communities
- Ability to work with limited supervision / self-starter
- Access to a dependable vehicle and driver's license
- Flexible to work during evenings, and weekends and drive around Georgia
- Ability to work in a fast-paced environment
- Excellent written and interpersonal communication
- Positive attitude
- Fully bilingual (Spanish and English)

Preferred Skills & Experience

- Experience with the Latino and immigrant community in the southeast of the US

Location, Duration & Compensation

As a contractor, this role does not require working from a particular location, however, it is expected that in-person meetings are frequent and consistent with core partners and key stakeholders.

Compensation depends on experience and established presence in the space. Payment will be processed on a monthly basis as a retainer.

To apply, send your resume to gigi@lcfgeorgia.org with the Subject: Project Manager - Economic Development Contractor