



JOB DESCRIPTION

TITLE: Catalytic Investment Initiative Manager
SALARY: \$40,000
HOURS: 32 hours/week Monday-Friday, Occasional Evenings/Weekends
BENEFITS: Employer-paid Health/Dental; Retirement Match; Generous Paid Time Off
SUPERVISOR: Executive Director

Position Description

Venture Portland's Catalytic Investment Initiative Manager must be passionate about Portland and its unique neighborhood business districts. The ideal candidate is a highly creative strategic thinker; skilled supervisor; successful multi-tasker capable of juggling time-sensitive priorities; detail-oriented program manager; spreadsheet master; customer service pro and innovative team-player focused on getting the job done brilliantly. The Catalytic Investment Initiative Manager must be a highly motivated, responsible, solutions-oriented people-person capable of managing staffers working in multiple business districts. Supervision and nonprofit management experience are required to support the organization's expanding Catalytic Investment Initiative. The position requires excellent communication and interpersonal skills, strong organization and attention to detail, computer fluency, flexibility, a great sense of humor and commitment to Venture Portland's mission/values.

Launched in 2015, the Catalytic Investment Initiative (CII) provides in-depth, personalized assistance, including professional staffing, to business districts city wide. Initially focused on supporting historically underserved districts in East/North Portland facing significant gentrification and displacement pressures, the Initiative has more than doubled in scale, now serving 13 districts city wide. With a focus on inclusive membership growth, development of diverse leaders that accurately reflect the community they serve and creative district-specific events that make cash registers ring, the Initiative strengthens and promotes participating neighborhood business districts.

Since 1986, Venture Portland has supported Portland's 50 unique and thriving neighborhood business districts, which together contain 19,000 businesses (98% of which have five or fewer employees) and provide 250,000 jobs. Through grants, training and promotion, Venture Portland invests in the smart, strategic growth of these critical commercial corridors.

The Catalytic Investment Initiative Manager works with the Executive Director and the rest of Venture Portland team to manage the robust Catalytic Investment Initiative, meet City of Portland contract requirements and build the capacity of Portland's neighborhood business districts.

Specific Responsibilities

- **Manage Catalytic Investment Initiative (CII)** – supervise professional District Organizers (currently 5) who have direct responsibility for executing business district work plans (currently 13), including facilitating weekly Organizer meetings (group and individual) and ensuring appropriate professional development for Organizers. Manage relationships with CII district boards; facilitate formal monthly Supervision meetings with district presidents and maintain consistent presence in districts. Track and

manage all Initiative requirements, deliverables and finances; produce required reports and generate program revenue. Maintain strong relations with funders and partners; ensure Catalytic Investment Initiative success. Work closely with Training and Diversity, Equity and Inclusion Manager and Member Services Director to provide individualized, high-touch service and support to CII districts. Provide excellent customer service and ensure ongoing scalability of this fast-growing program.

- **Manage Data** – ensure effective data tracking to analyze outcomes and impact (qualitative and quantitative) of Catalytic Investment Initiative. Work closely with Training and Diversity, Equity and Inclusion Manager to analyze program results and trends and produce timely and accurate program and financial reports.
- **Support Venture Portland's Strategic Priorities** – ensure Catalytic Investment Initiative and all other Venture Portland programs build business district capacity, promote districts and advocate on their behalf.
- **Manage Data** – ensure effective data tracking to analyze impact of Capacity Building, Catalytic Investment Initiative and Diversity, Equity and Inclusion programs (qualitative and quantitative); analyze program results, utilize data analysis of training and technical assistance trends to create materials and future programs; increase program utilization by diverse constituents; recommend leadership development and membership strategies based on district demographic trends.
- **Explore Business Districts** – spend time 'in the field' to understand unique needs of neighborhood business districts and design appropriate trainings and materials.
- **Attend Venture Portland Board meetings** – present capacity building programs to increase utilization.
- **Assist Executive Director** with all other duties as requested.

Qualifications

- Passion for Portland's neighborhood businesses and business districts and commitment to Venture Portland's mission and values
- Proven ability to set priorities and work efficiently and effectively in a sometimes chaotic and deadline-driven environment
- Consummate professional with excellent attention to detail
- Ability to problem-solve with spirit of innovation; strong interest in coming to work and creating your job on a daily basis
- Proven community organizer experience; demonstrated ability to inspire others to action
- Excellent communication skills including public speaking, material production/writing, editing and proofreading; comfort working one-on-one and in small groups; second language proficiency a plus
- Excellent organizational and interpersonal skills including ability to work independently, as a team player and with diverse constituents; proven customer service expertise
- Proven computer skills including in-depth knowledge of Excel, Microsoft Office and QuickBooks; experience working with relational databases, WordPress, PowerPoint and design software a plus
- Commitment to serving, supporting and growing membership
- Flexible schedule to work occasional early mornings, nights and weekends
- At least 5 years management and/or supervision experience
- Bachelor's degree or equivalent experience

Venture Portland is an Equal Opportunity Employer. East/North Portland residents, people of color and people with foreign language competency are encouraged to apply.

To Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position. Please also provide a complete chronological resume and the names and contact information for three references to jobs@ventureportland.org with "Catalytic Investment Initiative Manager" in the subject line no later than Wednesday, 8/15/18 at 5:00pm.