



**Job Title:** Assistant Director of Small Business  
**Department:** Small Business  
**Reports To:** Director of Small Business  
**FLSA Status:** Exempt

### **About Dorchester Bay Economic Development Corporation (DBEDC)**

DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses and prepare job seekers for well-paying sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility.

We are one of Boston's oldest and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 36.

### **About the Role**

The Assistant Director of Small Business at Dorchester Bay Economic Development Corporation (DBEDC) is responsible for supporting the Director in administering the agency's loan fund. The Assistant Director will play a key role in supporting the small business compliance function, supporting the innovation of DBEDC technical assistant and loan products, outreach and marketing, new product development, and growth of DBEDC's loan fund.

### **What you can expect to do in the role:**

- Compliance reporting to the SBA, the CDFI Fund, Mass Growth Capital, and other entities.
- Remain current on all regulations, policies, and procedures relative to commercial lending and to ensure a compliant portfolio.
- On an ongoing basis, assess loan fund processes and procedures for opportunities to improve for maximum efficiency and effectiveness and make recommendations to the Director of Small Business.
- Conduct credit analysis, underwriting, loan closings and loan servicing at the discretion of the Director of Small Business.
- Support pre- and post- loan technical assistance.
- Support the Director of Small Business and collaborate with the Resource Development team to develop compelling funding proposals.
- Contribute to business development, including marketing the program, helping build the pipeline, closing loans, and growing the portfolio.
- Represent DBEDC at industry convenings and outreach events to increase the Loan Fund's visibility and enhance new business opportunities.
- Collaborates with the Director of Small Business to innovate and grow the portfolio, improve outreach and marketing, and develop new products and services to meet the needs of DBEDC's constituents.

- Mentors and trains Lending and Outreach Officers. Provides supervision to staff for case evaluation and project-based work at the discretion of the Director of Small Business.
- Other duties as assigned.

## Qualifications

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- Desire to be part of an organization that is committed to racial equity and serves a diverse community predominantly of color.
- Have an understanding of and demonstrated commitment to racial equity.
- Have at least two years experience in small business technical assistance or small business lending.
- Have at least one year of experience collecting, analyzing, and reporting program data.
- Strong English language verbal and written communication skills.
- Experience managing multiple projects simultaneously, multitasking, and meeting deadlines even under pressure.
- Highly motivated, nimble, and comfortable navigating change and ambiguity. Exceptional interpersonal skills with the ability to work independently, be a strong collaborator and team player, and exhibit multicultural understanding when working with clients and partners.
- Must demonstrate diplomacy and tact.
- Possess excellent judgment, strong personal accountability, and exhibit the utmost respect for confidentiality.
- Have excellent computer skills (Microsoft Office and/or Google Suite), including spreadsheets and CRMs, and can learn new technologies.
- Ability to engage with partners and program participants utilizing multiple communication channels like in-person meetings, phone calls, email, social media, video conferencing, and any other channels to ensure the participants receive the necessary support.
- We seek candidates who can jump in and exercise leadership to strengthen our services, collaborate well, embrace our mission, and bring enthusiasm and humility to their work.
- Can work occasional evenings or (rarely) weekends to support activities needed outside of regular business hours.
- Can work at physical locations.

### **It would be additionally phenomenal if you:**

- Understanding of the small business ecosystem and the network of service providers.
- Experience with the Lift Fund online lending platform and Northridge Loan Servicing platform.
- Strong preference for candidates with SBA and/or CDFI experience.
- Strong preference for candidates with relevant lending compliance experience.
- Verbal and written fluency in Spanish, Cape Verdean Kriolu, Haitian Creole, or Vietnamese is strongly preferred.
- At least one year of experience tracking and reporting outcomes and meeting grant deliverables.
- Strong knowledge of and relationships in Dorchester, Roxbury, and Mattapan.

### **Other important details:**

- Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of candidates and there is no "perfect" resume!
- Salary range: \$95,000 - \$110,000

Studies have shown that compensation disparities have a negative impact on people of color and women due to salary negotiations. DBEDC is committed to ensuring transparency and equity in compensation by

posting salary ranges for all job opportunities and determining salary based on skills, experience, and relevant credentials. To ensure we are consistent with our commitment to pay equity, we will make our best offer and will not negotiate compensation offers.

### **Total Compensation**

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DBEDC's total compensation package features an amazing set of benefits which we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer paid Dental and Vision coverage.
- Flexible Spending Account and Dependent Care Assistance program
- Short-Term Disability, Long-Term Disability, Life and Accident Death
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- 3 personal days
- 5 weeks' vacation
- 15 sick days
- 17 paid holidays
- Birthday leave
- 5 volunteer days
- 403 (b) plan with generous employer contribution
- Flexible hybrid work environment

### **The Selection Process**

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To apply for this opportunity, please [click here](#). Please submit a cover letter detailing your interest and qualifications for this opportunity, along with a resume. No phone calls or letters please.

*DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.*