



## **Dorchester Bay Economic Development Corporation (DBEDC) Seeks a Director of Community Engagement**

### **About the Role**

Dorchester Bay Economic Development Corporation (DBEDC) is seeking an experienced and strategic Director of Community Lending & Capital Access to lead and strengthen our Lending and Capital Access platform. This enterprise-level role ensures that DBEDC's lending programs are integrated, financially sound, and equity-centered, expanding access to capital for small businesses and microenterprises while advancing economic mobility in underinvested communities.

This is a lending-forward leadership role for a seasoned professional with deep experience in credit, underwriting, compliance, and portfolio management. The Director translates DBEDC's mission into an executable lending strategy, builds strong operational systems, stewards capital responsibly, and represents DBEDC within the broader CDFI and impact lending ecosystem. Success in this role is measured by portfolio health, borrower outcomes, operational discipline, and scalable impact.

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

#### **Lead Lending & Capital Access Strategy, Programs & Innovation**

- Partner with the CEO to set and execute an equity-centered lending and capital access strategy, with an emphasis on small businesses and microenterprises
- Design, refine, and scale loan products, technical assistance offerings, and service delivery models responsive to community and market needs
- Ensure programs operate as an integrated pipeline from outreach through capital deployment and post-loan support

#### **Drive Lending Operations & Portfolio Stewardship**

- Oversee loan fund operations, underwriting standards, technical assistance integration, and portfolio performance
- Ensure compliance with CDFI, SBA, and other funder requirements
- Apply data, CRM systems, portfolio analysis, and emerging technologies like AI to strengthen risk management and performance while keeping professional judgment firmly in human hands

#### **Lead, Coach & Build Team Capacity**

- Lead, supervise, and develop a high-performing Lending and Capital Access team: Portfolio Manager, Senior Loan Officer(s) and Loan Officer(s), Community Outreach Coordinator)
- Set clear expectations, performance standards, and accountability mechanisms
- Foster a culture of learning, equity, innovation, and results

#### **Oversee Financial & Operational Management**

- Develop and manage the Lending and Capital Access department budget in alignment with organizational goals
- Collaborate with Finance to ensure accurate reporting, forecasting, and internal controls
- Strengthen operational systems, workflows, and documentation to support scale and sustainability

#### **Build Community Partnerships & Serve as a Public Leader**

- Serve as a visible and trusted ambassador for DBEDC's lending and capital access work

- Build and maintain relationships with entrepreneurs, partners, funders, and public agencies (e.g., City of Boston, SBA, CDFI Fund, Mass Development)
- Represent DBEDC in local, place-based forums and practitioner convenings that directly support neighborhood and borrower needs

#### **Oversee Grants, Capital Resources & Organizational Leadership**

- Collaborate with Resource Development on grant strategy, proposals, reporting, and donor engagement
- Contribute to organizational strategy and decision-making as a senior leader
- Advise the CEO on trends, risks, and opportunities related to lending, capital access, and borrower education

#### **Qualifications – What Success Requires**

##### **Mission & Values Alignment**

- Deep commitment to DBEDC's mission and an understanding of racial equity in community development.
- Demonstrated ability to take ownership and deliver high-quality results while recognizing the impact of actions on team and organizational outcomes.
- Strong desire to learn and grow by exploring new approaches, asking questions, and applying lessons from past experiences to drive improvements.
- Comfort with change, and ability to challenge conventional thinking and propose creative solutions.

##### **Technical Expertise**

- Minimum 8 years of management experience leading teams to measurable outcomes in lending, finance, or mission-driven economic development.
- Minimum 5 years of direct experience delivering and stewarding capital, including underwriting, credit analysis, loan structuring, and/or portfolio management, preferably within a CDFI or regulated lending environment.
- Demonstrated knowledge of credit policy, risk management, and compliance requirements (e.g., CDFI Fund, SBA, and funder reporting).
- Strong understanding of impact capital ecosystems, credit enhancement tools, and mission-based financing resources.
- Proven experience owning portfolio performance, including monitoring risk, addressing delinquency, and strengthening borrower outcomes.
- Demonstrated success in program design, scaling, and systems improvement within a lending or capital deployment context.
- Budget development, grant writing, and capital-related reporting experience.
- Strong data analysis skills; proficiency with CRM and loan management systems (Salesforce preferred).
- Ability to clearly communicate complex financial and lending concepts to borrowers, partners, and non-financial stakeholders.

##### **Leadership & Collaboration Skills**

- Demonstrated ability to lead complex, cross-functional work involving lending, compliance, finance, and operations with clarity and accountability.
- Strong judgment and decision-making skills, particularly in balancing mission, risk, and financial sustainability.
- Proven experience partnering with Finance on portfolio reporting, audits, and funder requirements while maintaining ownership of lending strategy and outcomes.
- Ability to identify risks, gaps, and operational breakdowns, escalate issues appropriately, and drive resolution through clear follow-through.
- Track record of improving systems, workflows, and documentation to strengthen internal controls, transparency, and scalability.
- Ability to communicate expectations clearly, align stakeholders, and hold teams accountable for results.

##### **Communication & Interpersonal Skills**

- Excellent written and verbal communication skills, with the ability to convey complex lending, credit, and risk concepts clearly to diverse audiences.
- Ability to educate borrowers, partners, and internal stakeholders about access to capital, underwriting decisions, and portfolio performance with clarity and transparency.
- Strong documentation and writing habits that support compliance, audit readiness, and institutional memory.
- Ability to manage multiple priorities and high-stakes conversations while maintaining accuracy, responsiveness, and sound judgment.
- Demonstrated capacity to build trust, set boundaries, and navigate difficult conversations in mission-driven environments.

### **Additional Requirements**

- Fluency in Cape Verdean Kriolu, Haitian Creole, Spanish, or Vietnamese is a plus
- Ability to pass a background check.
- Availability for occasional evenings/weekends.

### **Other important details:**

- Salary range: \$150,000 - \$180,000

### **Why DBEDC?**

Join an engaging team dedicated to creating equitable, thriving communities. You'll work on a mission-driven real estate portfolio, collaborate with a values-driven team, and ensure your analysis directly informs decisions that benefit residents and local businesses.

### **Living Our Values**

At DBEDC, our culture is grounded in shared values:

- **Accountability:** We take ownership of our words, actions, and their impacts.
- **Curiosity:** We ask questions, try new things, and learn from experience.
- **Collaboration:** We build trusting relationships internally and externally.
- **Transparency:** We communicate directly, honestly, and with clarity.
- **Innovation:** We embrace change, challenge convention, and adapt with intention.

### **Benefits**

DBEDC proudly offers a total compensation package that goes above and beyond, supporting your health, well-being, and work-life balance. Here's what you can look forward to:

### **Health and Wellness**

- Choose from several generous medical insurance packages with no waiting period.
- Employer-paid dental and vision coverage to keep you smiling.
- Access to Flexible Spending Accounts and the Dependent Care Assistance Program for added flexibility.
- Short-Term Disability, Long-Term Disability, Life Insurance, and Accidental Death coverage for peace of mind.
- On-demand Employee Wellbeing Services to help you thrive.

### **Lifestyle and Perks**

- Access exclusive discounts through our Perks at Work Program.
- Enjoy a flexible hybrid work environment that balances work and life with ease.

### **Time Off That Works for You**

- Generous amount of vacation time to recharge and relax.
- Seventeen paid holidays, including your birthday, because you deserve to celebrate.

- Fifteen sick days for when you need to rest and recover.
- Three personal days for life's unexpected moments.
- Five volunteer days to give back.

#### **Future-Focused Benefits**

- Save for your future with our 403(b)-retirement plan, featuring a generous employer contribution.

#### **Professional Development**

- Grow your career with access to professional development opportunities, including workshops, conferences, and training programs.
- Collaborate and learn in a dynamic environment that encourages innovation and skill-building.

At DBEDC, we're not just offering benefits, we're investing in you! Join us and experience a workplace that values your well-being and success while building a brighter future for Dorchester and beyond!

#### **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.

#### **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 and preserve, home ownership and rental housing across income levels. We create and sustain economic development opportunities for businesses and individuals. We build community through organizing, civic engagement, and leadership development.

We are one of Boston's legacy agencies and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 30.

*At DBEDC, we welcome and encourage applications from all backgrounds and experiences, including those from unconventional career paths and anyone who can bring fresh perspectives and lived experiences to our team. Together, we aim to build an organization that reflects and celebrates the vibrancy of the communities we serve.*