

SOUTHWEST DETROIT

**B U S I N E S S
A S S O C I A T I O N**

Job Description – Hispanic Contractor Recruiter/Coach

Established in 1957, the Southwest Detroit Business Association (SDBA) works with investors, entrepreneurs, customers, and neighbors to capitalize on Southwest Detroit's competitive advantage. We support our community's vision for a healthy, vibrant neighborhood. The Association is a coalition of businesses and community interests committed to facilitating the continuation and enhancement of a stable, economically healthy Southwest Detroit. We accomplish this by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit.

Detroit Small Business Advocacy Center Hispanic Contractor Outreach/Coach:

The Southwest Detroit Business Association (SDBA) is seeking a highly motivated individual to join our team as a full-time professional to identify, recruit and coach construction contractors for our Detroit Small Business Advocacy Center (SBAC). The SBAC Contractor Outreach & Coach will work with the SBAC Director and related program staff and consultants to build the capacity and develop and strengthen Detroit-based small and minority contractors to create opportunity in the construction industry by: partnering with Detroit-based contractors to guide them through the processes of getting bonded, DBE/Disadvantaged Business Enterprise-certified for work with the City, County, or State, as well as Prequalification status with various Prime Contractors and municipalities; brokering partnerships between prime contractors and Detroit-based subcontractors; and, linking Detroit residents with entry level construction jobs or job training opportunities especially in Lead Abatement. Activities are designed to build capacity, strengthen the industry with viable minority-owned contractors and laborers, and create diversity and opportunity for entrepreneurs of color and Detroit residents.

Job Summary:

This position temporarily reports to the SDBA President. Within the organization, additional working relationships are with the Small Business Technical Assistance Director and with various consultants affiliated with the Small Business Advocacy Center (SBAC) who will act as mentors/trainers to the Contractor Outreach & Coach.

Principle Responsibilities:

- Identify, recruit and coach Detroit-based small minority construction contractors to create a “pipeline” of contractors for local opportunities.
- Identify, recruit and coach Detroiters interested in being certified to do Lead Abatement work with the City of Detroit.
- Provide small business Technical Assistance and wrap-around business support services to contractors designed to build capacity and increase market share, revenue and workforce.

- Provide small business Technical assistance and wrap around business support services designed to build capacity, strengthen the industry with viable minority-owned contractors and laborers, and create diversity and opportunity for entrepreneurs of color and residents.
- Identify contractor goals and needs, such as bonding capacity and access to financing or lines of credit, business certifications, and other critical capacities necessary for developing their business, and broker those needs to an appropriate technical assistance provider.
- Provide technical assistance in support of obtaining industry certifications (DBE/MBE/WBE/SBE, MDOT Prequalification, and any other designations necessary to create opportunity).
- Assist contractors interested in obtaining contract opportunities with the Lead Abatement/Home Improvement Program offered through the City of Detroit's Housing & Revitalization Department.
- Assist contractors to complete requirements of Subcontractor Prequalification databases for Prime Contractors.
- Refer contractors requiring additional services to other local assist agencies or technical advisor(s).
- Submit monthly report to SBAC Partners and Mission Lift evaluation team.

Special Requirements:

- Bachelor's degree in business or related degree or a minimum of 3 years of related experience
- Bi-lingual - Spanish/English, preferred
- Proficient with Microsoft Office Suite
 - Word
 - Excel
 - PowerPoint
- Housing construction related experience or housing loan coach experience preferred
- Organizational skills to set up Lead Abatement training with experienced providers

Time commitment:

Full-time, salaried position, flexible business hours in consideration of clients who prefer early morning, evening and/or weekend meetings.

Compensation:

SDBA offers a competitive salary, commensurate with experience, and a generous benefits package.

Application and Inquiries:

Interested candidates should submit a cover letter, resume, and three business references to Theresa Zajac, Interim President & CEO, SDBA, at recruiting@southwestdetroit.com . Applicants will be evaluated immediately. This posting will remain open to interested and qualified candidates until the position is filled.

SDBA IS AN EQUAL OPPORTUNITY EMPLOYER

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