



Position: Director, Business Pathways
Department: Business Pathways
Reports to: Chief Executive Officer
FLSA/Status: Exempt/Full Time
Job Grade: 9
Hiring Range: \$90,000 to \$97,000 per year
Revised: November 2024

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to creating pathways to opportunity for low-income and underserved individuals. In 1976, seven mothers and one father living in West Denver founded what would become Mi Casa Resource Center. MCRC has grown to deliver programs that advance economic self-sufficiency for the entire family. As one of Denver's largest and longest-standing Latino-led and serving organizations, we have earned community trust by providing culturally competent services grounded in community need.

Our Business and Career Pathways programs support economic growth. Career Pathways trains, supports, and connects low-income job seekers to high-demand careers that meet their personal and professional needs. Business Pathways combines training, consulting, and wraparound services for underserved business owners and entrepreneurs at every stage. With MCRC's support, participants gain the education and skills needed to generate income, move up career ladders, and build wealth through business ownership.

WHY WORK AT MI CASA

- Be part of an organization and team culture that values employee input, makes data informed decisions, cares about the community, and has fun while doing it.
- Paid time off! MCRC offers three weeks of vacation time per year (accrued), two personal days, health days and 15 paid holidays including our year end closure from Christmas Eve to New Year's Day.
- Amazing benefits such as major medical insurance, dental and vision insurance, employer paid short term and long-term disability plans and a 403(b)-matching program. We pay 100% of medical premiums for employee coverage.
- A stipend for professional development and a team that will support your growth.
- Opportunities to participate in committees such as workplace culture and safety.
- Hybrid schedule that currently includes two days remote and three days in the office upon completing 90 days of employment. However, as we are a direct service organization, it is important that we offer face-to-face services for the community we serve.

POSITION SUMMARY

Mi Casa Resource Center is seeking a seasoned professional with strong leadership and management skills, passion for low income and diverse communities, understanding of small business ownership and experience in program management, education, entrepreneurship or business development to join as Director, Business Pathways.

The Director, Business Pathways, is responsible for the strategic direction of the Business Pathways Department. This team supports entrepreneurs through all stages of business development helping them explore, launch, and grow their business through bilingual training, consulting, access to capital, and holistic support services. This work involves developing, planning, coordinating, supervising and managing the services based on proven best practices. The Director, Business Pathways is part of the organization's

Leadership team, guiding the implementation of strategic and operational plans, ensuring innovative, effective and efficient operations that supports, informs and assists staff, clients and other stakeholders.

KEY RESPONSIBILITIES

Leadership

- Collaborates with the leadership team regarding agency-wide strategies, objectives and initiatives to achieve strategic and operational goals.
- Provides strategic direction for Business Pathways department.
- Supervises the Business Pathways team and leads the department.
- Monitors program quality and evaluation for successful outcomes.
- Plans and creates the annual programs calendar in collaboration with the Business Pathways team.
- Supervises the Patent Program Administrator and provides overall direction to the program.
- Provides thought leadership on local/national business development issues, lending, and finance, and positions MCRC as a leader and/or participant in effort as appropriate.
- Leads assigned staff committees as needed.

Operations

- Leads creation, implementation, and evaluation of Business Pathways program.
- Ensures that the department meets participant needs for evening and weekend services.
- Manages department grants, including the U.S. Small Business Administration grant.
- Participates in U.S. Small Business Administration meetings & other relevant gatherings.
- Develops and manages strategic community relationships.
- Manages Business Pathways department budget.
- Leads efforts to improve workflow in the department.
- Tracks expected outcomes to ensure proper completion of program goals.
- Provides instruction and consulting services as needed.
- Utilizes data reports to monitor program goals and outcomes
- Works with the Assistant Director of Marketing & Communications to ensure classes and workshops are promoted promptly.
- Works with the Assistant Director of Impact Strategy to schedule CRM training for their team, mitigate challenges and ensure quality control and data improvement.

Independent Judgement

- Develops and manages MOUs and contracts related to the department.
- Makes departmental staffing decisions.
- Has day-to-day operational and financial decision-making responsibility.

Fundraising and Grant Management

- Actively supports Development Team to identify potential sources of funding.
- Strategizes revenue generation opportunities in collaboration with the Development team.
- Maintains knowledge of the requirements of grants and contracts for the department.
- Works with the Development and Marketing department on program specific grant applications and grant reports.
- Implements grants and monitors the programs' financial and outcomes goals.

Other

- Contributes to organizational team effort by attending staff meetings and serving on committees.
- Performs related duties as assigned within their scope of practice.

QUALIFICATIONS

- At least 5 years of experience in entrepreneurship, business development or an equivalent combination of education and experience
- Understanding of the challenges facing small business owners.
- At least 5 years of supervisory/management experience with experience managing complex teams.
- Experience working with data outcomes and measurements.
- Demonstrated experience in implementing and tracking foundation, corporation and government grants a plus.
- Experience with low income and diverse communities
- Bachelor's degree in preferred.
- Bilingual English/Spanish is required.
- Background check required along with valid driver's license, good motor vehicle record and valid auto insurance.

KEY COMPETENCIES

- Strategic thinker with strong leadership and management skills
- Excellent interpersonal communication, including ability to listen respectfully to different perspectives
- Budget and grant management
- Supervision and team management
- Understanding of barriers facing those living poverty
- Ability to develop/manage strategic partnerships
- Passion for MCRC's mission and vision

We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

Mi Casa Resource Center is an equal opportunity employer.

Interested individuals should email a cover letter and resume to jobs@MiCasaResourceCenter.org by December 6, 2024. Interviews may occur as qualified candidates apply.