



Madison Alliance for Black Economic Empowerment (MABEE)

Position Description:	Director of Business Development
Reports to:	MABEE Business Leadership Team, MCDC Steering Committee
Compensation:	\$40,000 plus benefits
Anticipated Start:	1, September 2018
Type and Term:	Full Time; 1-2 years (extension commensurate with overall performance)

Basic Function: With the support of the Executive Leadership Team at Opportunity Inc and the MABEE Business Leadership Team, the Director of Business Development for Madison Alliance for Black Economic Empowerment will perform professional duties that include the overall development as well as outreach and marketing functions required for the furtherance of the Madison Cooperative Development Coalition and MABEE initiative.

About Madison Alliance for Black Economic Empowerment: MABEE is a group of business leaders dedicated to needs-based resource development for Black Entrepreneurs. We believe in building the HIVE Mentality that fosters the creation of collective resources through collective support.

About Opportunity Inc: Opportunity Inc (OI) is a strategic development company dedicated to creating success through collaboration and is the parent organization to MABEE. We provide consulting and development services and steward in-house projects that are expressions of our mission.

Development Opportunities:

This position comes with professional development opportunities to practice and hone your skills and leadership potential as part of the related tasks, duties, and responsibilities such as strategic development, marketing, community development and leadership, project design and management, relationship building and more

- Gain cross-cultural communication skills by working with a diverse staff team.
- Work in multicultural workgroups to steward projects and ideas that create opportunity for community members and organizations.
- Support the improvement of the local economy through cooperative development

Specific Responsibilities:

Business Development and Administration (50%)

- Assess and respond to requests for assistance from established or newly organized contacts desiring to form or convert businesses with a focus on cooperatives.
- Provide organizational development, guidance and facilitation to contacts through milestones including forming steering committees, identifying objectives, creating development timelines, assessing project feasibility, and developing business plans.
- Process intake and maintain relevant data for reporting.

Outreach, Education, and Applied Research (40%)

- Conduct research and publish findings on best practices and emerging trends in business development and cooperative support, organizational development, innovative uses of the cooperative model in communities, community development, economic empowerment, and cooperative development principles and practices.
- Develop and deliver relevant education and training materials including but not limited to workshops, presentations, written reports, and online content.
- Provide training to cooperative members, boards of directors, and management. Areas of training might include: basic cooperative principles and practices, organizational structures, cooperative financing, and cooperative management and governance.
- Provide event planning and support as needed.
- Produce and respond to phone calls, emails and voicemails as needed.
- Engage and grow online media audience through strategic social media practices that showcase businesses, opportunities, partners, resources and more including MABEE events and updates.
- Produce public facing content including, drafting and sharing press releases, and soliciting invites to sponsors, resources, and individuals, and updating the MABEE website.
- Promote and recruit individuals and groups pursuing CBO and CID Mini-grant opportunities
- Engage and recruit collaborators and volunteers to support activities

Fund Development Support (10%)

- Support the research and preparation of grant proposals and progress reports to funders.
- Support grant writing and other fund development activities including, pursuing donors and sponsors, etc.

Qualifications:

The ideal candidate will pose a combination of the following characteristics below.

- 2 - 5 years of community outreach, economic development, and/or working with diverse stakeholders (preferred but not required)
- 2 – 5 years of experience in business planning, marketing, and feasibility analysis; business operating and financing practices; organizational structures; and business development principles and practices.
- 1 – 3 years of organizational development and/or consulting experience
- Degree in related field (preferred but not required)
- Experience in event planning
- Access to a computer and the Internet (preferred but not required)
- High degree of competency using Excel, PowerPoint, and Word
- Experience managing social media
- Experience with or knowledge of needs based resource development
- Experience with cooperatives preferred.
- Demonstrated ability to take an idea or project and bring it to fruition
- Ability to work independently and in diverse teams
- Coachable and willing to learn
- Ability to apply shared leadership and accountability practices
- Responsive to phone and email
- Attentive to detail

Please send resume and cover letters to the MABEE Business Leadership team at Admin@MadisonABEE.com or call (608) 571-3008 for more information. Applications submitted before August 16th 2018 will take preference.

Madison Alliance for Black Economic Empowerment

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