



## **Position: Community Outreach & Expansion Coordinator [FT]**

Reports to: MORTAR Expansion Director

This position will focus on two major pieces of MORTAR's work:

1. Community Outreach - MORTAR works in a number of communities across Cincinnati. The goal is to deepen MORTAR's impact in these communities and across the city based on data and evaluation results of MORTAR studies and expand to additional Cincinnati neighborhoods based on feasibility and neighborhood readiness. This work will include building out local entrepreneurial ecosystem and identifying potential strategic partnerships to build on MORTAR's support system. The Community Outreach & Expansion Coordinator will work to deepen the community partnerships and recruit entrepreneurs.

2. Consultation/Expansion - MORTAR is working to develop "MORTAR in a Box" to provide documentation, playbooks, and supporting tools for communities and entrepreneurs to continue to scale, grow diverse neighborhoods of business owners and increase their bottom lines. The Community Outreach & Expansion Coordinator will work with the Expansion Director, MORTAR team, and partners to help develop documentation to be used in creating toolkits and expansion kits. This role will also project manage the first consulting relationship outside of Cincinnati.

### **Responsibilities:**

- Assist Expansion Director in developing and executing strategies, objectives, and action plans to support MORTAR's presence in various Cincinnati neighborhoods and create opportunities for MORTAR graduates
- Actively participate and represent MORTAR at community meetings and events (ex. Business groups, community council meetings, etc)
- Set-up and attend routine meetings with community stakeholders to build community relationships and partnerships to help further MORTAR's mission
- Create and implement plan with the Expansion Director to discover business opportunities in MORTAR communities and find entrepreneurs to fulfill the opportunities
- Work with the Program Manager to implement an intake process to recruit, identify and matriculate prospective students into MORTAR's Entrepreneurship Academy
- Lead recruitment and identification of entrepreneurs for MORTAR's six academic programs yearly
- Convene neighborhood partners around creating common goals, securing stakeholder buy-in, and creating and implementing neighborhood plans
- Work with CDCs and landlords to secure spaces for MORTAR graduates to start their business
- Coordinate and connect neighborhood business opportunities with MORTAR's Alumni Coordinator
- Support the Expansion Director in creating proposals for neighborhood entrepreneurial work
- Serve as liaison for 1-2 expansion projects outside of Cincinnati by setting up calls and making sure the partners are receiving needed materials and documentation
- Create a documentation process and help compile the "MORTAR in a Box" materials

- Work with Expansion Director to develop neighborhood toolkits

## **Credentials and Experience:**

- Bachelor's degree preferred
- One to two years professional experience in community engagement and/or business development or entrepreneurship
- Comfortable spending up to 75% of time in the community with partners and community members
- Proficiency with Microsoft Office (Word, Access, PowerPoint, and Excel), SLACK
- Must show basic understanding of regional entrepreneurial ecosystem, personal and business financial literacy
- Extremely detail oriented and fluent typing skills
- High level of organizational skills and ability to multi-task
- Excellent written and oral communication skills
- Ability to independently set priorities and share with team members and to maintain confidentiality.
- Ability to work well with diverse populations
- Passion for the entrepreneurship, innovation and community development

## **Salary and Benefits:**

- Salary Based On Experience
- Health, Dental & Vision benefit plans available for FT employees
- Parking, paid vacation after 90-day introductory period, paid day off for your birthday

## **Organizational Background:**

Founded in May of 2014, MORTAR Cincinnati exists to build communities through entrepreneurship. MORTAR accomplishes this goal in by offering business training courses and an Alumni Program for graduates designed to teach historically marginalized entrepreneurs the nuances of starting or running a business. MORTAR operates a pop-up shops in neighborhoods designed to provide entrepreneurs with the opportunity to pressure-test their ideas in real time, and the Iron Chest Fund to give them access to capital to launch or scale their businesses.

MORTAR is an equal opportunity employer and is strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, cultures, orientations and talents can flourish.

## **Application Process:**

No phone calls please. Interested candidates should send resume and a cover letter by August 19, 2018 via e-mail to [Roycelle@WeAreMORTAR.com](mailto:Roycelle@WeAreMORTAR.com).