



**Shaker Heights Development Corporation (SHDC) is Hiring an
AmeriCorps VISTA Business Engagement Specialist 2023**

Summary

Shaker Heights Development Corporation (SHDC) is seeking a self-motivated, resourceful, and personable Business Engagement Specialist to join our team. The successful candidate will be responsible for conducting outreach to small business owners and developing effective strategies to help them grow their businesses. Your efforts will play a vital role in strengthening the local economy and building a thriving small business community.

Position Description

SHDC serves the two commercial districts in Shaker Heights, the Chagrin + Lee Corridor and Greater Van Aken District, through place-based and thoughtful economic development strategies. SHDC supports the Shaker business community by providing business owners with equitable access to opportunities so they can thrive. As a Business Engagement Specialist, you'll be responsible for identifying, building, and managing strong relationships with business owners, property owners, entrepreneurs, residents, and stakeholders in the emerging Chagrin-Lee commercial corridor in Shaker Heights to support the local small business community. The successful candidate will have a deep understanding of the needs of small businesses and will work closely with the SHDC's team to identify opportunities for small business support and growth. The Business Engagement Specialist will also focus on a co-work and resource facility, The Dealership located on Lee Rd. You will develop and implement a speaker series for small businesses at the Dealership. The outreach work will further establish The Dealership as a community asset that can be leveraged by community members and local businesses to build assets. The Business Engagement Specialist will be responsible for:

- Meet with at least 5 business owners monthly to build relationships, assess their needs, and offer support.
- Identify the needs of business owners and develop strategies to meet those needs.



- Convene the Chagrin+Lee business association meetings and facilitate communication between business owners.
- Provide business owners with small business resources on topics such as marketing, finance, and access to capital.
- Develop and implement marketing strategies to promote the commercial district and attract new businesses.
- Collaborate with local organizations and stakeholders to coordinate efforts and resources in support of businesses.
- Provide entrepreneurs with site selection information about the Dealership and available spaces in the Chagrin+Lee commercial corridor in order to support business expansion and attract new companies to the corridor.
- Plan and implement the Dealership speaker series to provide the Dealership members and entrepreneurs in Shaker Heights with small business resources and essential information to grow their businesses.

Skills and Qualifications

- Bachelor's degree (or equivalent work experience) in urban studies, non-profit administration, business administration, communications, or related field
- Excellent written and verbal communication skills
- Self-motivated and solutions oriented
- Ability to work independently and problem solve
- Strong planning and organizational skills and the ability to think strategically in the design and execution of projects
- Able to build rapport and relationships in community, business and institutional settings
- Experience in community organizing, fundraising/grant writing and/or public speaking is a plus
- Creative approaches toward problem solving
- Works independently and in a team environment
- This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation.



- Must be comfortable working in various settings including businesses and residential communities and with diverse groups of people.

Compensation and Benefits

Term of service runs from August 2023 – August 2024. This position includes a \$1,350 per month living stipend and a \$6,000 educational grant (that can be used to pay past or future education costs) or \$1,800 cash at the end of the year of service. Health insurance and vacation provided. More information can be found at americorps.gov/VISTA.

To apply: Email resume and cover letter to tuba.baloglu@shakerdevcorp.com. Application deadline is **June 15, 2023**.

About SHDC

The mission of the Shaker Heights Development Corporation (SHDC) is to enhance the commercial revitalization efforts in order to strengthen residential neighborhoods and diversify the City's tax base. To that end, SHDC envisions an enriched community that seamlessly blends our innovative history into a vibrant future by fostering entrepreneurial opportunities and stimulating sustainable economic growth. As a 501 (c)3 non-profit organization, SHDC is committed to enhancing the commercial districts in Shaker Heights through economic development and place-based physical development strategies.