



Native American Youth and Family Center
5135 NE Columbia Boulevard | Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Business Development Program Supervisor
Department/Program:	Community Development
Compensation:	\$55,000 - \$60,000, depending on years of experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
Supervision:	Supervises Microenterprise Coach, Business Development Coordinator, and Business Accelerator Program volunteers/mentors
Reports To:	Community Prosperity Manager
Job Location:	Portland, OR
Created/Revised:	October 2018

Position Description:

The Business Development Program Supervisor must be passionate and focused on strengthening Portland’s Native American-owned enterprises by developing a culturally specific, business accelerator and mentor program designed grow the number of successful Native American businesses, and build prosperity within Portland's Native American community. The Program Supervisor works to ensure that current businesses, mentors, alumni, and staff have a mutually rewarding experience that improves the perception and quality of entrepreneurial ventures associated with the program. This position is responsible for overseeing a small team of staff to design and implement business curriculum and workshops, recruit and develop clients and mentors, coordinate and match clients with appropriate business mentors, among other duties as assigned. The Business Development Program Supervisor will market and attract Native American entrepreneurs to the program and assemble community resources necessary to assure successful growth. The position will build community partnerships and work closely with other economic and business development partners to support Native enterprises. The purpose of this education and mentorship program is to create a clear path towards self-sufficiency and prosperity for Native entrepreneurs. The ideal candidate will have the ability to coordinate programs, prepare and manage budgets, successfully coordinate and integrate diverse stakeholders, and possess strong communication and financial management skills. Program planning and evaluation, as well as budget and contract management are critical components of this position. We are looking for a self-motivated, organized, and creative systems thinker capable of managing public contracts, grants, deadlines, and competing priorities.

Essential Functions:

- Intentionally guide, motivate, encourage, and supervise small business development staff members.
- Build capacity for the Native American community by strengthening existing and future business leaders through culturally specific, cohort-style programing

- Oversee the recruitment, retention and professional development of approximately 20 Native entrepreneurs per year to participate in and intensive business accelerator program
- Serve as primary contact point for mentors and alumni
- Strengthen current, and build new, key organization relationships that result in stronger partnerships and collaborations between NAYA and other economic development public agencies, and funders.
- Represent, market, and promote NAYA's small business programs to community members, partners, funders, volunteers, and other stakeholders.
- Develop, and implement annual program work plans and ensure staff and programs are on track to meet contract goals, objectives, and deliverables.
- Monitor program budgets and maintain accurate financial records in partnership with the Community Development department's finance liaison and Community Prosperity Manager.
- Maintain clear communication channels with staff and supervisor
- Ensure regular, thoughtful, and accurate communication between grant and contract managers.
- Act as a liaison between community members, funders, and policy decision makers.
- Develop and maintain internal and external data systems to track the progress, challenges, and successes of programs, including job creation, business retention, client engagement, asset development, among other indicators.
- Research and apply for grants that are in strategic alignment with business development goals.
- Work to ensure the program partners with other business and accelerator communities
- Document the accelerator experience from all perspectives

Additional Duties:

- Oversee coordination of curriculum development, speakers and presenters, lesson planning, business support services and workshops including, but not limited to:
 - Business review and assessment
 - Bookkeeping and business management strategies
 - Financial planning, budgeting, goal setting and projections
 - Market research and analysis
 - Growth strategies development
 - General business support
 - Product marketing
 - Social media strategy
- Oversee contract outcomes and contract compliance for a federal grant and city contract
- Pair business mentors with clients and track progress and support them through challenges
- Connect clients to external professional development and/or business opportunities
- Support day-to-day operation of program goals and objectives
- Conduct outreach at a variety of business and Native community events
- Maintain positive partnerships and relationships with key contacts in the Native community, public and private sector organizations, and other key stakeholders, including the Oregon Native American Chamber, Prosper Portland, Business Oregon, Cully Boulevard Alliance, among others
- Complete quarterly federal reporting per contract requirements
- Attend meetings and annual conferences according to federal grant requirements
- Monitor and track program/client data in Outcome Tracker and Efforts to Outcomes
- Motivate, engage, and delegate responsibilities effectively to direct reports
- Break down complex concepts and projects into easy to follow steps, create deadlines and tasks, anticipate and adjust for change, set goals and evaluate results
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Support the coordination of wraparound services effectively with other NAYA Family Center programs and staff

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- Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO)
- Work as an active member of the Community Development Department
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the Community Prosperity Manager

Qualifications:

Education & Training:

- Bachelor's Degree in business, accounting, finance, marketing, non-profit management, community development or 5 years demonstrated work experience in an applicable field and/or community organizing
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Experience building assets, supporting small business owners, and/or building community wealth
Demonstrated abilities include: project management, contract management, and budgeting
- Knowledge/experience working with small/start-up businesses
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution

Skills:

- Strong leadership, marketing, financial management, and communication skills are necessary
- Comfortable speaking in large groups or with individuals
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Communication skills, active listening, verbal and written, including public presentation skills
- Strong computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: Approximately 80% program/staff management and oversight, 20% participating, attending or coordinating community events and/or building critical relationship. Not one week is the same for this position.

Physical Requirements:

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>

Application Deadline: Open until filled, ideal candidate should be able to start to start in December or sooner

Attention: Incomplete applications will not be considered. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources

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5135 NE Columbia Boulevard

Portland, OR 97218

Fax: (503) 288-1260

E-mail: hr@nayapdx.org