



# Iowa Center for Economic Success

## Position Description

**Title:** Community Engagement Coordinator

**Reports To:** Director of Credit + Lending

**FLSA Status:** Exempt

**About The Iowa Center:** The Iowa Center is a non-profit small business development organization that empowers Iowans to launch, manage, grow and finance small businesses. We deliver services that provide Iowans with access to the education, capital and professional networks that are required to build generational wealth through small business ownership.

**Summary:** The Iowa Center seeks a dynamic Community Engagement Coordinator driven by a passion for our small business mission to build and strengthen relationships that drive growth for Iowa's small business economy. The Community Engagement Coordinator will represent The Iowa Center in small business forums, conduct outreach to engage new small business clients, identify and build relationships with new referral partners, and strengthen relationships with supporters. The Community Engagement Coordinator will also deliver presentations to introduce The Iowa Center to new audiences, and conduct small business workshops that provide educational content for small business owners. The Community Engagement Coordinator will be an ambassador for The Iowa Center to the regional community of support for small business in greater Central Iowa.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Develop a small business community outreach and engagement plan for Central Iowa and the surrounding region, including the cities of Carroll, Ft. Dodge, Marshalltown, Grinnell and Oskaloosa
- Engage potential small business clients through outreach, marketing, and workdays at off-site locations throughout central Iowa and the surrounding region (including Carroll, Ft. Dodge, Marshalltown, Grinnell and Oskaloosa)
- Lead, facilitate and teach workshops at off-site locations throughout central Iowa and the surrounding region
- Identify and build relationships with economic development organizations, small business advocates, financial institutions, and referral partners
- Deliver presentations about The Iowa Center's services, and present educational content at workshops
- Organize and execute special events to raise awareness of The Iowa Center with potential clients and referral partners
- Build and strengthen relationships with Iowa's small business and the network of partners invested in the success of Iowa's small business economy

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

- Undergraduate degree in communications, business, marketing, public affairs, or related field or equivalent combination of education and experience required
- Three years of experience in small business development, financial services or economic development
- Must have a positive attitude, sense of humor, and the flexibility to adapt
- Proficient with Microsoft Word, and Excel, experience in Salesforce a plus
- Strong writing and communication skills, attentive to details

- Must be able to work the occasional evening and weekend
- Spanish language proficiency a plus
- Must have proven interpersonal relationship skills to maintain effective working relationships with staff, volunteers, and clients
- Ability to provide small group training and facilitation
- Ability to develop/maintain positive relationships with diverse populations
- Ability to work with minimal supervision
- Highly organized and capable of meeting deadlines
- Demonstrated decision-making and leadership skills
- Ability to grasp new ideas quickly

**Work Environment:** The Community Engagement Coordinator is a full-time, in-person position that requires regular travel in Central Iowa and the surrounding region (including Carroll, Ft Dodge, Marshalltown, Grinnell and Oskaloosa). Normal work hours are Monday through Thursday from 8:30am to 4:30pm, and Friday from 8:30am to 1:30pm. Work outside of normal business hours may be required for events or to meet the needs of a client or partner. This role presents a public face for The Iowa Center, requiring professionalism and networking skills. Salary commensurate with experience.

**To apply for this position please email Monserrat Saucedo ([MSaucedo@theiowacenter.org](mailto:MSaucedo@theiowacenter.org)) with your resume and a cover letter including your salary requirements.**