



Creating Communities Where We Choose to Live, Work & Invest

**NEWVUE COMMUNITIES  
DIRECTOR OF SMALL BUSINESS ASSISTANCE**

NewVue Communities is seeking a Director to lead NewVue's Small Business Assistance program to promote inclusive entrepreneurship, job creation and retention, and equitable economic development throughout North Central Massachusetts.

**About NewVue Communities**

NewVue Communities (NewVue) is the only community development corporation in North Central Massachusetts and has been serving residents in 22 communities, from Athol to Harvard, for over forty years. Through our four program lines--community organizing, homeownership and financial services, small business assistance, and real estate development—we work with community members of diverse incomes and backgrounds to develop quality housing, create economic opportunities, and foster civic engagement. With offices in downtown Fitchburg, NewVue Communities has a staff of fourteen. We are a chartered member of the national NeighborWorks America network, a lead partner in Fitchburg's Re-Imagine North of Main initiative, and a member of the state's Coalition for an Equitable Economy.

The Small Business Assistance department is housed at Fitchburg State University's ideaLab, located in downtown Fitchburg, and focuses its services to micro-enterprises. Over the past year, NewVue has assisted 98 businesses to secure a total of \$2.16 million in pandemic aid and \$805,000 in financing. Moving forward the department's focus will be on helping small businesses and especially minority-owned small businesses, rebuild.

**About the Position**

The Director of Small Business Assistance will be responsible for both the strategic direction and day-to-day management of NewVue's Small Business Assistance program. In this role the right candidate will also provide excellent small business technical assistance directly to clients. This full-time, salaried position will report to the Program Officer and oversee two part-time small business technical assistance providers. This position is currently fully remote but will likely transition to a hybrid schedule later in the year.

Position responsibilities and duties include the following:

- Deliver one-on-one technical assistance to small businesses and entrepreneurs, allowing them to create and retain jobs, apply for and obtain loans (and other forms of capital, grants and assistance) to support their businesses.
- Maintain an awareness of both public and private sector resources available for small business owners and make appropriate referrals to those resources when needed.
- Develop plans to bring disadvantaged small businesses into the mainstream small business ecosystem.

- Develop peer support programs and recruit a group of seasoned mentors and small business service providers to support NewVue's small business clients.
- Coach department staff members and oversee the activities of consultants.
- Plan and implement effective outreach, intake and assessment strategies, tools, and procedures for all the Small Business Assistance program.
- Plan, coordinate, and facilitate small business workshops and webinars.
- Prepare and submit statistical and narrative reports to program funders.
- Maintain liaison with area businesses, and business groups.
- Represent NewVue on boards, committees and at meetings and events of partners, funders, and related companies.

### **Our Ideal Candidate**

The position requires someone who can communicate fluently (speaking and writing) in both English and Spanish. Our ideal candidate is a seasoned business professional who understands the challenges faced by small business owners and is passionate about building an equitable, inclusive ecosystem where they can thrive. They will have many of the following skills and qualifications:

- Experience in the administration of small business technical assistance and/or loan programs.
- The ability to prepare financing package requests, business plans, and marketing plans.
- An in depth understanding of commercial lending practices, government lending programs, and alternative lending.
- Experience supervising.
- Experience running a small business is a plus.
- Familiarity with Salesforce data software is a plus.
- The ability to work flexible hours including some nights and weekends.
- Strong interpersonal skills, cultural competency, and an ability to connect with a diverse range of people in both group and one-on-one settings.

### **Application Process**

NewVue Communities provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Please submit your resume and a cover letter to [jobs@nvcomm.org](mailto:jobs@nvcomm.org)

NewVue Communities offers a competitive salary and benefits package. Applications will be reviewed and acknowledged as they are received.