

## Coordinator of Diverse Community Capital

### General Overview

ACE is a Community Development Financial Institution (CDFI) specializing in helping small businesses to grow through combining capital with coaching and connections. With an Atlanta office on the Westside, headquarters and back office in rural North Georgia, and a SBA Women's Business Center in Gwinnett County (the most diverse county in SE United States), ACE has loaned \$70MM to nearly 1,000 small businesses who created 8,500 jobs. ACE is a 501(c)3 Georgia not-for-profit and our culture is entrepreneurial. Our website is [www.ace loans.org](http://www.ace loans.org).

Access to Capital for Entrepreneurs (ACE) is looking for a qualified candidate to fill the position of Coordinator of Diverse Community Capital. Seeking person with an entrepreneurial spirit ready to help a mission based lender do innovative and impactful work through an exciting new initiative for diverse entrepreneurs. The position requires someone who is self-directed and is a motivated problem solver. This candidate will serve our diverse clients and enable them to succeed in scaling their businesses to build sustainable growth, create jobs and by doing so will help to close the racial wealth gap in their communities. Also needed are skills at building collaborative community partnerships, and the ability to reach out to small business owners to quantify their needs and build products and programs to accomplish the mission of providing capital, coaching and connections to enable their success.

Started in 2015, the Wells Fargo Diverse Community Capital program is a five-year, \$175 million commitment to empower diverse small businesses in collaboration with Opportunity Finance Network. To date, the program has delivered more than 322,000 hours of technical assistance and \$781 million in financing to minority-owned small businesses, enabling over 103,000 jobs across the U.S. The Diverse Community Capital (DCC) program is a collaboration with Morehouse College's Innovation and Entrepreneurship Center for diverse entrepreneurs that focuses on activating growth and building business acumen for existing small businesses poised to scale.

The position is based in the Metropolitan Atlanta area. This position reports to ACE's President of Business Development.

### Specific Responsibilities

- Liaise between Access to Capital for Entrepreneurs (ACE) and Morehouse Innovation Entrepreneurial Center (MIEC) to support planning and coordination of the DCC program and work to ensure implementation, reporting and tracking.
- Liaise between ACE consultant of the High Performance Group (HPG) cohort consultant and the DCC third party evaluator who will measure the MIEC cohort models and results to ensure timely delivery of program goals of analyzing and disaggregating data to develop best approach, process, and curriculum success metrics.
- Plan, organize and coordinate aspects of cohort recruitment and management of programs and serve as direct point of contact.
- Interface with the Program managers from both ACE and MIEC.

- Meet or exceed performance goals established for Wells Fargo DCC grant. The same results are expected for additional projects in the future as requested by supervisor.
- Develop and employ new strategies to address challenges (limited or negative credit history, lack of collateral, tight lending requirements, need for fundamental business and financial knowledge) faced by African Americans and other diverse business owners. Create action plan and timeline.
- Provide feedback from potential/existing clients to the lending team or the design and implementation of risk mitigation programs/products for applicable projects.
- Create and provide progress reports on all projects as required by supervisor.
- Compile information on area businesses to determine technical assistance and capital needs, through meeting with business owners, ACE and staff, and using existing resources in the area.
- Identify potential borrowers and connect them with ACE's lending team for in-depth one-on-one lending consultations. Follow up with the lending team to monitor progress.
- Meet or exceed goals for the number of clients served under the program as well as closed loans required.
- Continue to build a network focusing on our target market.
- Develop channels of communication with partners, clients, and media using tools such as newsletters, press releases, etc.
- Make sure that goals are met or exceeded while paying close attention to budget.
- Display cooperative and team-oriented behavior as well as flexibility in adapting to different environments.
- Maintain all contact information, clients, loans, and other metrics in Salesforce.
- Attend ACE meetings, events and programs, as appropriate.

### **Qualifications**

- Bachelor's degree (B.A.) from four-year College or university is preferred or relevant working experience in lieu of college degree.
- Working knowledge of Microsoft applications including Excel with data entry skills.
- Extensive business outreach experience.
- Deep understanding of program development and reporting.
- Ability to offer services with confidence and in a convincing manner and to operate in a fast-paced environment.
- Ability to recognize "business needs" of prospective clients.
- Dependable and goal oriented.
- Team player mindset.

### **Are you ready to Join Our Team?**

If you would like to be part of a productive, successful team, email your cover letter, resume and salary requirements to [pennie@aceloans.org](mailto:pennie@aceloans.org). Use job title "Coordinator of Diverse Community Capital" in the subject line. No phone calls, please.

