



Position Description

TITLE: Business Services Coordinator

LINE OF BUSINESS/DIVISION: Partner Community Capital™ (PCAP)

FLSA STATUS: Non-Exempt

REPORTS TO: Associate Director of Strategic Initiatives

NUMBER OF POSITIONS REPORTING TO THIS POSITION: 0

LOCATION: Charles Town, WV Preferred; Other WV Locations Acceptable

PARTNER COMMUNITY CAPITAL

Partner Community Capital (formerly known as Natural Capital Investment Fund) is a US Treasury-certified Community Development Financial Institution (“CDFI”) established in 2000 to provide financing and advisory services to triple bottom line businesses in the Southeast US, primarily in North Carolina (NC) and West Virginia (WV). PCAP's business clients are predominantly located in underserved communities and are unable to access adequate capital from traditional sources. PCAP is an affiliate of The Conservation Fund (“TCF” or the “Fund”). To learn more about PCAP, visit www.partnercapital.org.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered.

POSITION SUMMARY

The Coordinator is a new position at PCAP. The Coordinator will manage PCAP’s business advisory services/technical assistance (TA), service provider relationships, and referral partner relationships; with a focus on West Virginia. PCAP connects potential borrowers and other businesses to advising and specialized technical assistance in a range of areas: accounting and financial management; marketing strategy and design; architectural and engineering services; and more. PCAP currently has initiatives focusing specifically on women- and minority-owned businesses, and a number of sectors: tourism/recreation, forest products, local foods, clean energy, health care, and downtown revitalization projects.

There is opportunity for professional development and growth, as PCAP grows and evolves to better meet our mission of socially and environmentally responsibly economic development.

We seek to fill the position as soon as possible.

RESPONSIBILITIES & SCOPE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Develop TA client intake process
- Manage TA client requests, support TA project scoping, and track project implementation; facilitating between client and service provider as needed
- Identify and vet potential TA service providers
- Collect and manage client and impact data; develop additional processes/tools as needed

- Identify channels to promote business advising/TA services, such as digital marketing, traditional media channels as needed, and in-person outreach via meetings, conferences, and other events
- Serve as internal liaison to the WV Women's Business Center, a program of PCAP: referring clients to WBC for business advising, training, mentorship and networking opportunities, and other WBC services
- Develop TA referral relationships with other business support providers; co-refer clients and coordinate TA services as needed
- Monitor peer/industry services to inform PCAP strategy and identify partnership opportunities
- Work with Finance team to document procurement process and process payments to service providers
- Work with Finance team to track and manage TA budgets
- Work with Associate Director and other team members to develop TA approval criteria
- Assist Associate Director with grant reporting to funders and other impact reporting
- Other duties as assigned related to advisory services/TA product development, implementation, tracking and reporting

MINIMUM QUALIFICATIONS

- The Coordinator will need to meet periodically with PCAP staff, clients and other colleagues
- A physical presence in West Virginia is required; the Charles Town, WV office is strongly preferred (PCAP Headquarters, co-located with Associate Director and Finance team)
- Bachelor's Degree in business, communications/marketing, or a related field; 4+ years of experience may substitute for a degree
- Project Management experience (not certification) and ability to manage multiple projects at once
- Ability to research, assess and recommend service delivery and management strategies
- Proficiency with Microsoft Office, including Excel
- Ability to write well and communicate effectively both in writing and verbally (in-person and via video conference) with a range of stakeholders, including: PCAP staff/management, small businesses, farms, vendors/consultants, and colleagues at other nonprofits and public agencies
- Commitment to PCAP's organizational mission and diversity, equity and inclusion
- Willingness and ability to learn new skills and technologies quickly
- Valid Driver's License

PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- Social Media management for an organization/business preferred
- Self-starter, independent worker
- Strong sense of ownership for assigned work functions and ability to work both independently and as a team member

WORK ENVIRONMENT

- Work is performed in primarily in an office setting; in meetings, presentations, and events at times, as CDC Guidance re: COVID safety protocols allow
- Estimated travel – up to 20% as safety allows
- Proof of COVID vaccination required

COMPENSATION and BENEFITS

This position offers a competitive salary, opportunities to earn performance-based bonus compensation and a highly competitive package of benefits including employer contributions for health care, paid holidays, vacation and personal/sick leave, retirement plan and more.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

Qualified candidates should email resume and cover letter to: careers@conservationfund.org.

PCAP staff are employees of The Conservation Fund (TCF), to which Partner Community Capital is a supporting organization. TCF is a nonprofit conservation organization dedicated to the dual mission of protecting America's most important land, water, and natural resources while also supporting economic growth in communities. Top-ranked for efficiency and effectiveness, TCF has worked in all 50 states to protect over 8.5 million acres of land since 1985. To learn more about The Conservation Fund, visit <https://www.conservationfund.org>.

The Conservation Fund, a Non Profit Corporation, is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave status, Sexual Orientation and Gender Identity or Expression. The Fund prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.