



Local Economy Developer

Job Overview

About IMPACT Silver Spring

IMPACT Silver Spring is a non-profit organization founded in 1999 to support the Silver Spring community as it faced the challenges and opportunities of extreme demographic and economic change. IMPACT brings diverse people together to create successful communities for everyone. The unique and specific focus of IMPACT's work is network-building. We are dedicated to fostering a resilient and inclusive local economy that benefits all community members, particularly in marginalized communities. We provide incubator support for new and emerging worker cooperatives in communities of color.

Position Overview

We are seeking a passionate and dynamic Network Builder with substantial experience in worker cooperative development to join our team. The ideal candidate will make efforts to ignite, shape, and support the development of a local economy system in Montgomery County. In developing such a system, IMPACT's goal is to enable low-income immigrants and people of color to build and own a network of micro, small, and cooperative businesses that will help them generate increased community wealth and assets. This position requires a strategic thinker with excellent communication skills and a deep understanding of local economic systems and community building. Candidates with 5+ years of experience with worker cooperatives are encouraged to apply.

Key Responsibilities

1. Local Economy Network Development

- Design, set-up, host, and evaluate network meetings and events, using our SPACES framework, focused on local economy issues and goals.
- Plan and execute outreach and engagement activities to grow the network of micro-entrepreneurs, small businesses, and worker cooperatives.
- Help organize and host regular Local Economy Network gatherings, connecting micro-entrepreneurs to IMPACT's broader network for increased mutual support, technical assistance, resources, visibility, and business opportunities.
- Manage all logistical aspects of community events and activities (outreach, ordering food and supplies, arranging for childcare and interpreters, etc.)
- Continually unearth new people with needed skills, resources, and perspectives and link them into the Local Economy Network.
- Provide one-on-one coaching support as needed, helping micro-entrepreneurs identify shared or overlapping interests or values and building trust through small, low-risk collaborations.
- Provide organizational support for emerging circles and action teams, including cooperatives.

2. Educational Campaign and Business Conversions

- Create and develop an educational campaign, including workshops and marketing materials, that informs the community about worker cooperatives and supports incubating a pipeline of potential business conversions.
- Identify businesses interested in exploring the conversion option and work with those businesses to make the transition to worker-ownership, including exploration, feasibility analysis and valuation, training, and review of financing options.
- Create and develop worker cooperative and entrepreneurship Jumpstart events, educational spaces designed to support new and emerging worker cooperatives, or interested community members . Key Jumpstart components include education on cooperative principles, facilitating member engagement, and offering ongoing mentorship and technical assistance.

3. Administrative

- Regularly update the database with information on Network members and Network activities.
- Provide general administrative, communications, and project coordination support to resident leadership teams and other IMPACT staff.
- Prepare and manage program materials and logistics, including flyers, reminder notices, agendas, session notes, follow-up materials, miscellaneous correspondence, etc.
- Document progress and support efforts to document the trajectory of the Local Economy Network through formal evaluations and data tracking, as well as story gathering and monthly Network reports.
- Submit expense reimbursements, receipts, and other operational and financial paperwork in a timely manner.
- Maintain accurate records of community engagement activities, including data collection, needs assessments, and referrals.
- Respond to email communications in a prompt manner and manage correspondence related to community initiatives.
- Write monthly reports detailing progress on community engagement efforts, including challenges and successes.

Qualifications

- Bachelor's degree in Economics, Business Administration, Community Development, or a related field.
- Minimum of 5+ years of experience in cooperative work, including cooperative incubation, development, and conversions.
- Strong understanding of local economic systems and sustainable practices.
- Excellent interpersonal and communication skills, with the ability to engage diverse audiences.
- Proven ability to develop and implement strategic plans and initiatives.
- Ability to work independently and as part of a team.
- Bilingual abilities are a plus.

Core Competencies

All IMPACT Silver Spring employees will promote the Values and Mission of the organization. Additionally, employees are expected to:

- Possess genuine belief, excitement, and passion for our network-building approach, bringing people together across lines of race, class, and culture to create a thriving, multicultural community, treating everyone with dignity and respect.
- Display willingness to be a pioneer, risk-taker, and learner who sees our efforts as new, worth trying, and worthy of personal contribution, commitment, and growth.
- Be open, flexible, and adaptable to the emerging nature of our work, constantly trying out new ideas and approaches, learning from experiences, and making adjustments.
- Contribute positively and productively to the team, bringing joy, fun, humor, flexibility, and an innovative spirit.
- Demonstrate the ability to handle frequent change, delays, or unexpected events, and work through unfavorable or stressful situations, taking initiative and resolving problems.
- Communicate with colleagues, the broader network, and those outside the network in an open and respectful manner, ensuring timely information exchange and effective organizational functioning.

Salary and Benefits

This is a full-time position. We believe in fostering a supportive work environment that values both in-office collaboration and the benefits of remote work. This position requires a commitment to working from our office location three to four days a week to allow collaboration and engagement with the rest of the team. The remaining day(s) offer flexibility for a hybrid work arrangement, allowing you to work remotely while maintaining productivity and achieving your goals. The remote work days may vary depending on specific demands or projects. The salary range is between \$68,000 and \$72,000, depending on experience. IMPACT offers a collegial, supportive working environment, as well as paid holidays, annual leave, sick leave, and the last week of the calendar year off.

Interested candidates should send their cover letter with resume electronically to jobs@impactsilverspring.org. The application process will be open until the position is filled. No phone inquiries please.