



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 focuses on racial and economic equity by working for change at an individuals, communities, and systems level. This unique and specific focus of IMPACT's work is done through network-building. A purposeful effort to build and strengthen networks of diverse residents to increase their number of social connections within their own communities and across lines of difference; practice value exchange; and act in mutually supportive, network-centric ways. The unique and specific focus of IMPACT's work is network-building.

Position Overview

We are seeking a passionate and dynamic Network Builder with experience in entrepreneurship and business 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 entrepreneurs, businesses owners, and cooperatives 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.

Key Responsibilities

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.
- 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.

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

- Minimum of 5+ years of experience in business administration and development.
- Knowledge of racial and economic equity.
- Knowledge of Community Wealth Building (CWB) is a plus.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Proven experience in community organizing, engagement, and relationship building, particularly in diverse and underserved communities.
- Have a valid driver's license and access to a vehicle. This position requires regular travel within Montgomery County, and flexibility in working hours, including evening and occasional weekend commitments.
- Ability to work independently and as part of a team.
- Bilingual abilities are a plus.

Salary and Benefits

This is a full-time position with a starting date of July 1st, 2025. 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 \$60,000 to \$63,000. 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.