

Business Coordinator

University Circle Inc. (UCI) is a 501c(3) community service corporation responsible for developing, serving, and advocating for University Circle as a vibrant and complete neighborhood without borders.

The Business Coordinator is a full-time member of Department of Communication and Events and reports to the Director of Events & Engagement.

Position Overview

The Business Coordinator is responsible for event execution of the Greater Circle Business Alliance (GCBA) program and small business support initiatives like the Financial Essentials for Small Business Owners program. In addition, this role focuses on business-related administrative tasks in the department. This role will have the opportunity to help shape how UCI engages with small businesses and improve upon already established programs.

Salary

\$35-40,000 commensurate with experience

Responsibilities

- **Greater Circle Business Alliance**
 - Manage communications via e-newsletter and other platforms (offerings from GCBA, partner information relevant to businesses, resources from local, state, and/or federal organizations/governments)
 - Manage relationships with members and administrative duties of GCBA
 - Design (with assistance from the Director of Events & Engagement) and execute regular on-line and in person programs to support members and non-members
- **Financial Essentials for Small Business Owners program**
 - Management of Financial Essentials Program including recruitment/marketing, planning, executing, and curriculum development with contracted educator
 - Assist Director of Events & Engagement on grant requests and reporting
- **Small Business Engagement**
 - General business relationship building, engagement, & development for businesses located in the area, with special focus on University Circle specific businesses
 - Assist as needed on communications to businesses in University Circle via digital or in-person meetings
- **Administration of CirclePass**
 - Develop sales strategies for CirclePass, UCI's multi-museum admission pass
 - Ensure print collateral and CirclePass website are current, and request revisions as necessary
 - Host annual report-out to museum partners and CirclePass sponsor(s)

- Work with Finance department to issue periodic reimbursement checks to program partners
- **Other Key Duties**
 - Assist with small business recruitment for UCI events including retail markets and food vendors
 - Manage small business databases of University Circle based businesses and other small businesses that participate in UCI events
 - Assist the Senior Director of Communications and Events on UCI Marketing Packages offered to area businesses, non-profits, and real estate developers
 - Develop and maintain relationships with resources and organizations that support NEO small businesses (COSE, Greater Cleveland Partnership, and others)
- **Other duties as assigned.**

Qualifications

- Bachelor's Degree in business, urban planning, or a related field; or 1-3 years related experience/or training; or equivalent combination of education and experience
- Experience organizing and leading meetings and working with people from a variety of backgrounds
- Excellent organizational and problem-solving skills, and the ability to handle multiple projects at the same time
- Knowledge of and/or working relationship with local resources and organizations that support the NEO small business community a plus
- Proficient knowledge of Microsoft Office products to include Word, Excel, PowerPoint. Experience with Flash presentations would be helpful
- Ability to communicate and work effectively with UCI staff, business association and UCI members, local stakeholders, and the general public
- Willingness to work evenings and weekends when necessary

To Apply

Send your resume and cover letter to resume@universitycircle.org by January 5, 2022.

University Circle Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We celebrate diversity and are committed to providing an inclusive environment for all employees.