



Special Projects Manager
Massachusetts Growth Capital Corporation - Charlestown, MA

Job Description:

We are seeking someone to join our team as a full-time Special Projects Manager at our Charlestown, MA office. The Special Projects Manager is responsible for leading all aspects of assigned projects, from project inception through the design and implementation phases. The role will operate within the Community Team at MGCC but will support other MGCC programs. Primary responsibilities will be the competent cultural adaptation of a range of programs supporting small businesses, including working with the Marketing Team on multilingual campaigns, and Lending Team on community specific products. In addition, Special Projects Manager will engage small businesses and community small business service providers to promote MGCC's products and programs.

Responsibilities:

- Assist small businesses with loan or grant applicants with application submissions, including reviewing financial documents, projects, budgets, and other application specific documents.
- Outreach to diverse communities to promote MGCC programs in various capacities including presentations and workshops making them culturally appropriate.
- Schedule meetings with small businesses connecting them to appropriate resources in the larger MGCC network of Small Business Technical Assistance Providers.
- Manage pipeline of applications at different stages.
- Other projects as assigned.

Qualifications & Skills:

- Bachelor's degree
- 3-5 years of experience working in the small business services field
- Fluent in Spanish (proficient in writing and speaking)
- Detail-oriented
- Systems and process-oriented
- Excellent verbal and written communicator
- Ability to work independently and think critically in a fast-paced environment
- Strong interpersonal skills, ability to work on multiple teams and take direction from multiple project managers
- Proficient with Microsoft Office Suite (Word, Excel, Access, Outlook, PowerPoint, etc.)
- Basic business planning skills
- Ability to meet deadlines and goals under pressure

Preferred Skills

- Experience working with small businesses
- Prior small businesses grant experience
- Prior experience with community outreach
- Familiarity with financial documents
- Familiarity with crowdfunding

Company Description:

Massachusetts Growth Capital Corporation (MGCC) was established on October 1, 2010, under Chapter 40W of the Massachusetts General Laws, as an independent quasi-public agency formed by the combination of two preexisting entities: the Massachusetts Community Development Finance Corporation and the Economic Stabilization Trust. MGCC is a resource for small businesses seeking growth capital devoted to making nontraditional business loans and administering grants by working with financial institutions, community development corporations and non-profits. Through these collaborations the agency helps create jobs and foster economic growth across the Commonwealth.

Benefits:

MGCC offers a competitive salary and benefits package, including health/dental/life insurance, employer-paid vision insurance, employer-contribution retirement plan, paid vacation and a student loan paydown plan.

MGCC is an Equal Opportunity and Affirmative Action Employer. MGCC enthusiastically urges women, minorities and people from a wide variety of backgrounds and experiences to apply.

To apply, please send your resume and cover letter to jobs@massgcc.com.