

## **Director, Houston Minority Business Enterprise Center (HMBEC)**

### **JOB SUMMARY:**

The Houston, Minority Business Enterprise Center (HMBEC) is a business consulting development division of the National Community Reinvestment Coalition (NCRC) located in Houston, Texas. NCRC/HMBEC committed to increasing economic parity in performance between minority and non-minority companies. NCRC/HMBEC works with clients to improve their performance and profitability. NCRC/HMBEC is committed to its core philosophy of economic parity in performance between minority and non-minority companies. NCRC/HMBEC utilizes strategic partnerships and the diverse business and professional backgrounds of its principals to improve minority-owned companies' performance and profitability.

NCRC/HMBEC is funded by the U.S. Department of Commerce, Minority Business Development Agency's (MBDA) to provide management and business consulting assistance to MBE's throughout the Houston-Sugar Land-Baytown, TX MSA.

The Director of the Houston Minority Business Enterprise Center (HMBEC) shall be responsible for the overall management of all Center tasks and the ultimate performance of the Center as measured by MBDA's performance metrics and the achievement of the internal strategic goals established for DCMBEC. The Director shall report to NCRC's VP, Business Development.

### **PRIMARY RESPONSIBILITIES:**

Manage and monitor all MBEC staff and consultants to ensure that the tasks delegated to them are satisfactorily completed in a timely manner and that they provide high-quality service to clients.

Develop and implement HMBEC strategy and annual work plan while keeping staff informed and focused on executing the tasks that will result successful implementation of strategy and achievement of goals.

Liaise with MBDA to ensure that all reports, correspondence and any other requests for information are delivered in a timely fashion to MBDA. This includes supporting the VP of Business Development in preparing a successful bid to renew HMBEC management contract.

Coordinate with additional NCRC business development initiatives, DCMBEC, Women's Business Center, and NCRC Community Development Fund, to leverage individual capabilities and maximize outcomes for clients and funders.

Build relationships with partner organizations that will enable the Center to effectively and efficiently achieve its goals.

Manage HMBEC budget in cooperation with VP of Business Development and NCRC's senior executive team.

### **ADDITIONAL RESPONSIBILITIES:**

Submit bi-weekly reports to VP of Business Development regarding the progress towards the Center meeting its goals and highlighting critical areas needing support from NCRC.

Conduct outreach and host networking sessions, attend events, and otherwise market HMBEC to target audiences.

Produce regular newsletter for distribution to HMBEC contacts database and conduct outreach to the press and other media outlets.

Cooperate with NCRC Membership staff to implement outreach to NCRC member organization regarding HMBEC services and clients as well as contribute to planning of the annual NCRC National Conference.

## **QUALIFICATIONS:**

The successful candidate will have not only a passion for entrepreneurship, he/she will also understand the challenges and opportunities for minority entrepreneurs and MBE's, and be familiar with at least some of the Houston area industry segments.

Preferred: Master's Degree in Business Administration, Financing or related field with two years experience in private sector consulting or non-profit business development

Bachelor's Degree with five years experience with progressively increasing responsibilities is acceptable

Ability to analyze financial statements

Experiencing in financing and bonding

Experience managing staff and budgets

Strong written/oral communications skills

Excellent organizational skills

Self motivated

## **How to Apply:**

To Apply: email cover letter, resume, and writing sample to Frances Murray, Director of Human Resources, at [hrdept@ncrc.org](mailto:hrdept@ncrc.org).

NCRC is an Equal Opportunity Employer.