



Spaceworks Training Coordinator



Spaceworks Tacoma is seeking an enthusiastic Capital Access Manager to launch a new microloan program in partnership with the City of Tacoma and Kiva, an international microlending organization. This position will establish Tacoma as the first [Kiva Hub](#) in the Pacific Northwest. Kiva offers 0% interest crowdfunded microloans that range from \$1,000 to \$15,000.

Job Summary

A Capital Access Manager, or a CAM, is a Spaceworks staff member who is trained on how to share Kiva loan opportunities with entrepreneurs and local stakeholders, as well as how to support clients on the back end of the Kiva platform. This is a 1-year pilot program with possible extension into future years. First-year goals include:

- 25 loans totaling \$175,000
- 60% of borrowers are minority, female, and/or low-to-moderate income entrepreneurs
- 6 Trustees (partner organizations who endorse and support borrowers)

This position reports to the Spaceworks Program Director and works closely with other Spaceworks team members, especially the Incubator Training Coordinator and the Business and Community Development Coordinator. Spaceworks is a program of the Tacoma-Pierce County Chamber, a 501(c)(6) nonprofit.

Essential Job Functions

- **Partnership & Community Development (40% of time)**
 - Engage with community partners, government agencies, and other organizations who support small businesses in Tacoma
 - Build a network of Kiva Trustees
 - Create public and community presentations about capital access for entrepreneurs
 - Promote technical assistance programs and services of partners
- **Manage Local Borrower Experience (60% of time)**
 - Recruit and review new applications
 - Monitor metrics to ensure borrowers are meeting Kiva's goals
 - Connect borrowers to local Trustees and other technical assistance providers
 - Help borrowers throughout the fundraising process
 - Promote local Kiva profiles through Spaceworks and partner marketing efforts
 - Implement Kiva's repayment strategy, ensuring that borrowers understand the process and are making their repayments on time
 - Conduct routine monthly outreach and reminders to default-eligible borrowers

Qualities and Experience

The ideal candidate is passionate about supporting small and local businesses in Tacoma, especially women and minority-owned businesses. Candidates should be:

- Able to work independently
- Entrepreneurial and collaborative
- Highly organized, with strong time management skills
- Strong writers and verbal communicators
- Active and engaged with business and community partners in Tacoma
- Experienced in any of these related fields:
 - Small business development and support
 - Banking and finance, especially microloans
 - Social work
 - Government or nonprofit project management
 - Fundraising and development
- Enthusiastic about serving others and making Tacoma a great place to live and work

While candidates will receive formal training on the Kiva platform, they should familiarize themselves with [Kiva](#) and microlending as they prepare their applications.

Individuals with at least 3-5 years of professional experience are encouraged to apply.

Compensation

This is a non-exempt position. The position is full-time, 40 hours/week. Compensation is offered at \$22/hr. **Depending on prior experience or existing employment with community partners, alternate work schedules and arrangements will be considered (no less than 24 hours/week).** The position requires occasional events and programs on nights and weekends. Work-from-home is authorized through the pandemic; otherwise, the position is based out of an office in downtown Tacoma.

Benefits include:

- 401(k)
- Short- & Long-term disability insurance
- AD&D insurance, dental insurance
- 10 paid holidays, 16 days of paid time off
- ORCA transit pass
- Telework package (computer provided and internet stipend)

License/Certifications/Special Requirements

- Bachelor's degree preferred and/or related experience
- Driver's license and auto insurance
- High-school diploma or GED required
- Proficient with MS Office Suite

- At least 3-5 years of professional work experience

It is the policy of the Tacoma-Pierce County Chamber that employment decisions are based on merit, qualifications, and competence. Employment practices will not be influenced or affected by virtue of an applicant's or employee's race; religion; color; national origin; age; sex; genetic information; the presence of a sensory, physical, or mental disability; marital status; military status; sexual orientation; gender identity; actual or perceived victims of domestic violence, sexual assault, or stalking; or on any other basis protected by federal, state, or local law. This policy governs all aspects of employment, evaluation, promotion, assignment, discharge, and other terms and conditions of employment.

The Tacoma-Pierce County Chamber encourages people from diverse backgrounds to apply.

Application Closing Date:

Tuesday, January 26, 2021

Applications will be reviewed on a rolling basis through the deadline. Interviews will be conducted through January 29, with a final decision announced shortly thereafter.

Anticipated Start Date

Monday, February 15, 2021

This date is flexible, with the understanding that the week-long virtual Kiva training is scheduled February 22, 2021.

To Apply

By Tuesday, January 26, please send a **single** PDF file that includes a resume and a cover letter that describes your interest and qualifications:

HR@tacomachamber.org

Email Subject Line: Capital Access Manager

Address cover letter to: Michael Liang, Spaceworks Director

Questions?

Email MichaelL@tacomachamber.org

Since 2010, Spaceworks Tacoma, a program of the Tacoma-Pierce County Chamber, has provided business training, public art programming, and creative activation of underutilized spaces throughout Tacoma and Pierce County.

For more information about Spaceworks, please visit:

www.spaceworkstacoma.com

For more information about Kiva Hubs, please visit:

<https://www.kivaushub.org/>