Uplift Capital Partners is a different kind of lender. As a non-profit Community Development Financial Institution (CDFI), a special certification designated for institutions that serve predominantly underserved communities, Uplift Capital Partners combines lending with financial development tools and public policy advocacy to help families and communities grow stronger. Inspired by the principle that building net worth drives economic opportunity, our mission is to be wealth builders for everyone in the communities we serve, with a focus on low-wealth, underserved and un(der)banked populations.

**Please Note:** Funding for this position is currently secured through the end of fiscal year 2027. Continuation of the position beyond that time will be dependent upon future funding availability.

This role will be responsible for community outreach and engagement that drives participation in the organization's technical assistance and business development programs, with a focus on communities that historically have had less access to capital and credit. The primary responsibility is to build and maintain a robust network of referral sources within assigned markets to generate awareness, recruit participants, and create a strong pipeline of entrepreneurs and small business owners seeking resources designed to facilitate access to capital and credit. Additionally, this role will assist in recruiting for all programs, facilitate economic skills classes, and support other training and educational initiatives.

**Key Responsibilities**

- Develop new business by maintaining professional networks and establishing a favorable presence in local communities by participating in civic organizations and community activities to generate program participation and referrals for technical assistance, business development, and asset development services.)
- Cultivate and nurture relationships with community partners within assigned markets to generate referral opportunities that align with the organization's mission and target markets

- Develop and maintain a pipeline of prospective program participants through community outreach, networking, referral partner engagement, and direct recruitment efforts.)
- (Conduct presentations, informational sessions, and outreach activities to increase awareness of the organization's programs, technical assistance services, and opportunities available to entrepreneurs and small business owners.)
- Provide all customers with prompt, efficient and friendly service, with an emphasis on problem-solving and solution-building
- Identify and evaluate technical assistance, financial education, and financial coaching needs of current and prospective clients and ensure proper and effective referral to the organization's financial counselors
- (Track outreach activities, referral sources, participant engagement, and recruitment outcomes to support program goals and performance metrics.)
- Complete all required training
- Performs other related duties as required or assigned, including assisting with wealth building programs

**Requirements**

- Bachelor's degree in business, finance, accounting, economics, marketing, communications, or a related field preferred, plus three to five years of related experience.
- Experience in business development, community engagement, relationship management, sales, recruiting, or program outreach preferred.
- Experience developing referral networks, strategic partnerships, and community-based relationships preferred.
- Excellent oral and written communication skills.
- Proficiency with Microsoft Office Suite.
- Experience with Salesforce a plus.
- Fluency in Spanish is strongly preferred.
- Ability to travel for meetings and client appointments.
- Must possess and maintain a current and valid driver's license and a vehicle with appropriate insurance coverage.
- Willingness to travel for events and meetings.