

**POST GRADUATE FELLOWSHIP JOB DESCRIPTION**  
**Marquette University + Near West Side Partners Commercial Corridor Coordinator**

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**BACKGROUND:**

In an effort to strengthen cross-sector collaboration, support economic justice efforts, and bolster the existing partnership between Marquette University (MU) and Near West Side Partners (NWSP), a unique, prestigious 1-year post-graduate fellowship has been developed. This is a full-time, 12-month contract with possibility for renewal that provides the fellow with hands-on leadership experience in community and economic development working in partnership with local, regional, state, and federal partners. In addition to the specified work around the Near West Side listed in the job description below, the fellow would also have a self-directed project to enhance MU's work in the Near West Side and provide additional support for Trinity Fellows including working with the new cohort of students.

The goals of this fellowship are:

- To build the capacity of the initiatives developed between MU and NWSP
- To strengthen and measure business development and community engagement in the commercial corridor
- To retain talent in Milwaukee
- To create more pathways for partnership and impact between NWSP and MU, specifically with the Center for Peacemaking, 707 Hub, and Trinity Fellows Program
- To develop and refine the central tenet of economic justice in the Trinity Fellows Program

This structure will provide recently graduated Fellows or MU alumni with a comparable background in Milwaukee, social justice, and work in community-based organizations (CBOs) with an opportunity to continue to build their skills, expand their network and work on a project meaningful to them that will expand on the work MU is already doing in the Near West Side. Upon completion of this fellowship, the fellow will be well-situated to continue working in management and leadership positions in community and economic development roles at various levels and within and among different sectors. Additionally, this helps to attract, develop, and retain talent in Milwaukee.

**ORGANIZATIONS:**

***Near West Side Partners***

Near West Side Partners, Inc. (NWSP) is a non-profit organization founded through the support of five anchor institutions: Advocate Aurora Health, Harley-Davidson, Marquette University, Molson Coors, and Potawatomi Business Development Corporation. NWSP's Board of Directors and Working Teams are comprised of institutional stakeholders, civic leaders, and residents. NWSP staff also administers Business Improvement District (BID) #10 which supports the more than 300 businesses in the Near West Side. *NWSP is the hiring organization for this position.*

***Mission***

To revitalize and sustain the Near West Side as a thriving business and residential corridor, through collaborative efforts to promote economic development, improved housing, unified neighborhood identity and branding, and greater safety for residents and businesses.

For more information, visit: <http://www.nearwestsidemke.org/>

### ***Marquette University Center for Peacemaking***

The Center for Peacemaking (CfP) is an academic research center at Marquette University that fosters research and action for the promotion of peace, human dignity, and justice. CfP staff and students lead the Promoting Assets, Reducing Crime (PARC) initiative which is the signature program of NWSP.

For more information, visit: <https://www.marquette.edu/peacemaking/about.php>

### ***Marquette University 707 Hub***

The 707 Hub is where ideas are shared, stretched, challenged and realized. The 707 Hub is a space designed to foster collaboration and innovation for students, residents, and other stakeholders. Kelsey Otero, co-chair of NWSP's Commercial Corridor Development Working Team, runs the Rev-Up MKE shark-tank style business competition out of the 707 Hub.

For more information, visit: <https://www.marquette.edu/707-hub/>

### ***Marquette University Trinity Fellows Program***

The Trinity Fellows Program is a graduate fellowship program dedicated to developing urban leaders with a commitment to social and economic justice. Fellows participate in a 21-month study/work program while earning a master's degree in one of fourteen fields of study.

For more information, visit: <https://www.marquette.edu/trinity-fellows/>

### **POSITION: Commercial Corridor Coordinator (CCC)**

This is a one-year post-graduate fellowship position that allows a recent Marquette Graduate student, ideally a Trinity Fellow or someone with comparable experience, the opportunity to support commercial corridor revitalization efforts in the Near West Side. This individual will work closely with NWSP leadership, BID #10, the Commercial Corridor Working Team Co-Chairs, and Promoting Assets Reducing Crime (PARC) team to grow a pipeline of small businesses, start-up entrepreneurs, and an innovation ecosystem in the Near West Side.

In the last six years, more than 40 new businesses have opened in the Near West Side and the commercial corridors are seeing a resurgence of redevelopment. As an organization, we are excited to continue this momentum and looking for someone who is community-centric and a self-starter with an adaptable mindset. Must be creative and have a passion for innovation and economic development in Milwaukee. Because we have a small team, must be flexible and willing to pitch in on everything – no task is too big or too small.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Strengthen economic, commercial corridor, and small business development in the Near West Side.
  - Complete execution of Choice Neighborhood Initiative Action Activities related to commercial corridor development (ie: Storefront Improvement Program, mural project).
  - Support the Rev-Up MKE shark-tank style business competition including soliciting applications, supporting training, and follow-up services and support for winners.
  - Develop and implement business recruitment plan for the Near West Side and a comprehensive business toolkit.

- o Coordinate Near West Side business bootcamps or similar training programs and business resources for Near West Side residents or potential neighborhood businesses in partnership with Marquette University's 707 Hub.
  - o Develop a plan for increased start-up and small business activity in the Near West Side.
- Track progress of economic and commercial corridor development activities and impact. This may include creating economic impact metrics/report for the Near West Side and/or Rev-Up MKE or other programs.
- Coordinate and facilitate relationship with appropriate MU, NWSP, PARC, Housing Authority of City of Milwaukee (HACM) and U.S. Department of Housing and Urban Development (HUD) staff to ensure the effective completion of Choice Neighborhood Initiative Planning Grant in accordance with appropriate regulations and grant requirements, including bimonthly meetings with HUD and quarterly reports.
- Refine and strengthen the tenet of economic justice in the Trinity Fellows Program.
  - o Develop and lead a reflection for Trinity Fellows relevant to duties and responsibilities.
- Develop and strengthen Trinity Fellows' strategic relationship to the Near West Side as well as other activities or initiatives.

**EDUCATION and/or EXPERIENCE:**

- Master's degree, preferably in Business Administration, Economics, Political Science, Public Service, Real Estate, Urban Planning or a closely related field. Must have graduated in the last five (5) years with Master's from Marquette University.
- A minimum of 2-3 years of related experience in neighborhood and community development; working with a non-profit organization or government agency in managerial capacity.

**FUNCTIONAL AND TECHNICAL COMPETENCIES:**

- Proficiency in project management, reviewing and preparing proposals, creating and reviewing budgets, negotiating and evaluating contracts and operating agreements.
- Strong working knowledge of neighborhood and economic development measures, including businesses support.

**ENVIRONMENTAL AND/OR PHYSICAL FACTORS:**

Position requires use of the five senses including an ability to stand, walk, touch, hear, can communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required occasionally.

Time: Work hours are based on an average of 40 hours per week. Some meetings and events will require evening and weekend attendance.

**DESIRED QUALIFICATIONS:**

- Passion for Milwaukee, economic justice, and enhancing the Near West Side community
- Strong interest in community and economic development
- Ability to manage strict project completion and reporting deadlines is required
- Graduate of the Trinity Fellows Program
- Excellent written and verbal communication skills
- Genuine commitment and sensitivity to residents and community issues
- Group facilitation skills
- Strong interpersonal skills
- Good analytical, negotiation, and problem-solving skills
- Strong time and task management skills
- Using computers and related software
- Highly motivated and independent, yet team-oriented
- Respect for economic and cultural diversity, experience working with diverse groups of people
- Adaptable mindset and flexible attitude

**COMPENSATION:**

Compensation will be commensurate to education and experience. Benefits package include health, dental, vision and 401k.

**APPLYING:**

If you are interested in this position, we ask that you email the following materials by **March 1<sup>st</sup> at 5:00 pm** to [ccc@marquette.edu](mailto:ccc@marquette.edu).

- (1) Resume or CV
- (2) Cover letter that highlights why you are interested in this opportunity
- (3) List three references and contact information
- (4) Desired compensation range included in email with other materials