



Type of Role: Project-Based Contractor	Pay: TBD/Based on experience	Reports to: VP, Programs and Policy
Project Start Date: Immediately	Date of Creation: November 30, 2020	Department: Programs

Summary: Project Manager

CAMEO is seeking a Project Manager for a 3-month project to match California small businesses with its network of nonprofit organization members who provide free training, coaching, and consulting for entrepreneurs to assist them in becoming loan ready and accessing resources to help strengthen their businesses. The project requires 5 to 10 hours of coordination per week. This project is directly connected to the recently launched California Rebuilding Fund.

About CAMEO

CAMEO is a statewide network of 300+ entrepreneurial training programs and small business microlenders in California. Annually, CAMEO members serve 34,000+ very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 51,000 new jobs in California and generate a total of \$2.5 billion in economic activity.

About the California Rebuilding Fund

The California Rebuilding Fund (<https://www.connect2capital.com/p/californiarebuildingfund/>) is an economic recovery loan program to support California's small businesses—especially those located in economically disadvantaged and historically under-banked areas of the state. Businesses who employed 50 or less full-time equivalent employees and had gross revenues of less than \$2.5 million or below in 2019 are eligible to apply.

CAMEO is a business support organization which is partnering with the Fund. Through the Fund's online portal, Connect2Capital, small businesses will be matched with Community Development Financial Institutions (CDFIs) for loans. Businesses that do not meet lender criteria will not be matched. CAMEO will match those businesses with training programs who provide free consulting and training in order to increase the likelihood these businesses can re-apply at a later date and/or find the resources they need.

Project Details

This project manager will:

- Help recruit participating CAMEO member organizations
- Facilitate MOUs – Circulate to participating members and obtain signatures
- Receive weekly leads from the Fund
- Ensure initial weekly email to recent leads with CAMEO communications staff
- Manage list to ensure opt-outs are opted out with CAMEO communications staff
- Distribute leads to participating CAMEO members
- Follow up with participating CAMEO members
- Develop weekly reporting, e.g. demographics / geography / opt-outs
- Create final report for funders

Competencies

CAMEO is seeking a professional with prior successful project experience with nonprofits organizations who provide loans (CDFIs) or TA (consulting and coaching) with a professional manner, excellent customer service, spreadsheet expertise, and analytical skills. Additional competencies include:

- Thoroughness and an attention to detail.
- Excellent written and verbal skills.
- Possesses a fun, friendly, can-do attitude, curious nature.
- Work independently and be comfortable working cooperatively with others.
- Willingness to seek additional information and ask questions.
- Possesses and genuine interest in the mission of CAMEO.

Project Length

The project duration is 3 months, 5 to 10 hours per week.

Interested?

If you are interested, please send a letter of interest to CAMEO@CAMEOnetwork.org with the subject line: CARFund Project by 5:00pm on Friday, December 11, 2020.