

APPENDICES

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Appendix A; Staffing Job Description

❖ STAFF JOB DESCRIPTION; appendix A

Director Victory Contractors Resource Center

Program Description: The Director will oversee the implementation and management of the Victory Contractors Resource Center and it programs and work closely with the Executive Director of Goler CDC. The Resource Center's core-focus is to increase the capacity of experienced minority contractors and sub-contractors to compete for projects. The resource center will offer training, access to view bids, and networking opportunities. The resource center is a program under Goler Community Development Corporation. Goler CDC is a community-based nonprofit corporation that is actively re-developing an existing neighborhood in downtown Winston Salem (the historic Goler Heights neighborhood).

Responsibilities: Director will be responsible for the coordination, development and management of the resource center's programs to support the growth of minority contractors and subcontractors.

- Ensure the delivery of quality programs and services and skill-specific workshops and seminars
- Establish and manage relationships with partners, including grantors, business networks, minority contractors and subcontractors, and community organizations
- Provide effective outreach to community and business entities to create awareness of the center's programs and services
- Coordinate and implement training programs, consultants, events and special projects
- Manage grant requirements and prepare reports and budgets to grantors
- Provide business counseling and technical assistance to minority contractors
- Work closely with the Executive Director and Business Development Committee
- Develop a business plan and a strategy for a revenue generating component
- Responsible for the daily operations of the resource center
- Monitor and evaluate effectiveness of the program and services
- Work with the marketing committee to develop and coordinate project marketing plan, including all collateral materials and "success stories"

Qualifications/Experience:

Bachelor's degree

Previous experience in the construction industry

Knowledge of project software

Excellent computer skills

Entrepreneurial/small business background

Bi-lingual (Spanish/English) preferred

Additional Qualifications

- Understand the successful steps and development requirements such as construction budgets and funding, contracts, financing, contractor payments
- Excellent communication and people skills in order to interface effectively with the Executive Board, Executive Director, funding sources, and contractors, Ability to work with community groups, government and private lenders, and business contacts.

- Team player, problem-solver and person who can use common sense and good judgment to resolve problems on the job. Ability to organize and schedule tasks in support of multiple deadlines and projects; detail oriented.
- Self-starter with demonstrated high degree of independent initiative.

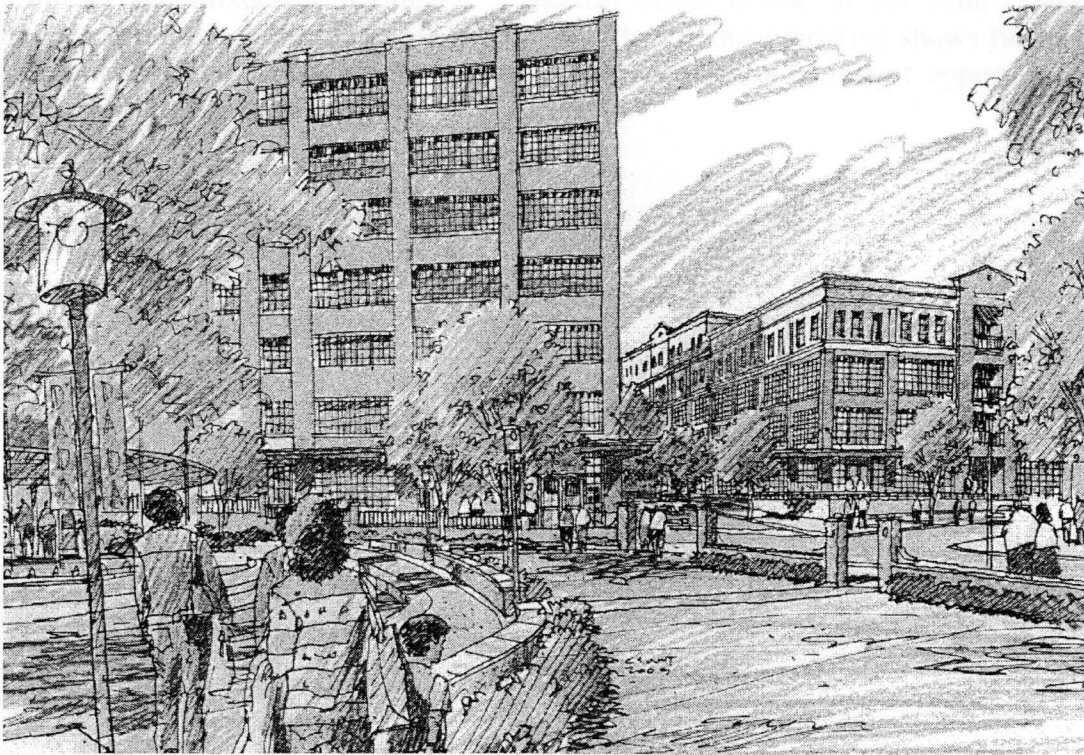
Appendix B; Pro Forma

❖ **PRO FORMA; appendix B**

INCOME	OPERATIONG	PROJECT	TOTAL
Goler Community Development Corp	\$20,000	\$10,000	\$ 30, 000 Committed
Golden Leaf	\$ 41, 250	\$ 33, 750	\$ 75,000 Committed
North Carolina Minority Institute	\$25,000		\$ 25,000 Committed
Piedmont Research Park	\$25,000		\$ 25,000 Applying
HUB Academy		\$44,637	\$ 44,637 Applying
Forsyth Technical Community College			- Applying
Rural Center		\$40,000	\$ 40,000 Applying
TOTAL INCOME	\$ 111, 250.00	\$ 128, 387	\$ 239, 637
EXPENSE			
Salaries	\$ 50, 000		Biz Dev. Mgr. Pt. Admin. Asst.
Merit Increases			0%
Incentives			
Payroll Taxes	\$ 3, 825		
Benefits-Health Ins.	\$ 9, 216		3 FT staff
Total Salaries, Payroll Taxes & Benefits	\$ 63, 041		
Contract Personnel	\$ 3, 000		Temp Clerical
Legal	\$ 2, 000		
Audit	\$ 4, 000		Annual Audit
Total Audit Legal/Contractual	\$ 9, 000		
Membership/Dues		\$1,500	
Internet Services		\$500	
Marketing/Advertising	\$ 2, 000		
Occupancy		\$ 2, 250	
Staff Training			
Office Supplies	\$ 5, 000		Includes \$ 2, 500 for project software
Postage/Express Mail	\$ 1, 000		
Equipment Lease/Maintenance			
Equipment Purchases	\$ 2, 600		Computers, Printers, Fax
Travel	\$ 2, 449		
Consultants	\$ 3, 000	\$ 15, 000	
Board Conferences/Meetings	\$ 2, 000		
Meals		\$ 5, 887	
Printing/Public Relations	\$ 1, 500		
Telephone/Internet	\$ 5, 000		

Furniture	\$ 3, 000		
Insurance	\$ 3, 160		
Insurance-Other	\$ 2, 000		
Advisory meet/training	\$ 2, 000		
Payroll Processing Fees		\$500	
Depreciation Expense	\$ 2, 000		
 Total Operating Costs	 \$ 39, 209		
 Professional Fees			
Accountant		\$ 25, 392	
Legal		\$ 25, 392	
Estimator		\$ 32, 966	
Labor Provider			
Technical School			
Scholarships		\$ 20, 000	
 Total Project Costs			
 Total Expenses	 \$ 111, 250	 \$ 128, 387	 \$ 239, 637
 Net Surplus (Deficit) from Operations	 -	 -	 -

Appendix C; Graphical Content



This rendering is the proposed view of the renovated Brown & Williamson Building with new residential loft buildings across Chestnut Street. This project is part of the \$27,000,000 in new development brought on line in 2006 by Goler CDC, the host organization of the Victory Contractor Resource Center. Within the next 5 to 10 years there will \$1 billion in commercial and residential development in downtown Winston-Salem, which includes Goler's projects. With all this new development, there is a excellent opportunity for minority contractors to participate.



This rendering is the proposed View (looking south along Patterson Street) showing new apartments and mixed-use buildings. Patterson Street is one of the main roadways running south through the Goler Neighborhood. Again, this rendering shows future new development in the Goler Neighborhood, which will be an excellent opportunity for minority contractors to participate.

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