



### Position Description

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**Position Title:** SBA Program Director & Business Consultant

**Supervisor:** Senior Client & Loan Services Officer

**Department:** Client & Loan Services

**Salary range:** \$48,000-55,000

**FLSA Status:** Full time, Exempt

**Job type:** full time

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### Position Summary

The purpose of this position is to direct the Small Business Administration Technical Assistance (SBA-TA) program to reach the agreed upon outcomes and provide client assessment, consultation, business development training, loan packaging and other special project coordination. Additionally, this position seeks to identify and connect with small businesses that are seeking financing to grow and serves as a subject matter expert regarding various Women Venture lending pools.

### Core Duties and Responsibilities

- 1) Business consulting. Primarily responsible for meeting with clients in business growth and expansion phases.
  - Complete and document assessment of client's business concept, cash flow projections and/or financial records, marketing & business operations plans.
  - Establish and document client action plan to address identified gaps.
  - Identify internal/external resources to get clients loan-ready.
- 2) Training support. Serve as backup trainer for business education classes.
- 3) Business Development. Identify and connect with small businesses that are positioned to grow or expand. Represent WomenVenture at: various Chamber of Commerce events, at academic institutions with entrepreneurial degree programs to identify potential clients, and at women's business service agencies' events.
- 4) Business Loans. Implement industry best practices for business loan package presentation.
  - Develop, implement and maintain economic development lending best practices for loan documentation and monitoring.
  - Ensure that all loan documentation and reporting requirements are in compliance with our lenders' criteria.
- 5) Subject Matter Expertise. Maintain extensive knowledge of funding pools, appropriate usage and ROI.
- 6) New Initiatives. Develop and implement loan fund growth strategies.
- 7) Compliance. Maintain compliance in accordance with the loan fund documents for all loan sources.
  - Complete all reporting requirements mandated by the SBA-TA program in a timely manner.
  - Participate in or assign attendance at all required SBA-TA and/or other loan fund trainings.
  - Input/oversee all grant and loan fund required data into appropriate databases.
- 8) Other duties as assigned.

### Preferred Qualifications:

- Two or more years as a successful business consultant, meeting or exceeding quantitative and qualitative metrics.
- Previous experience working with business start-ups, expansions and turn-around problem solving.

- Two or more years' experience with credit management, financial services, or consumer or commercial lending.

**Preferred Skills:**

- Highly proficient with finance and/or accounting skills and highly analytical approach to problem solving.
- Excellent interpersonal and communications skills.
- Attention to detail and ability to follow complex tasks through to completion.
- Excellent training and meeting facilitation skills, including the ability to effectively present information to a wide variety of audiences.
- Expertise with databases, spreadsheets and standard professional software.
- Ability to write reports, business correspondence and training publications.
- Ability to read, analyze and interpret general business information, professional journals, technical procedures or governmental regulations.
- High level of commitment to issues of gender equality.

**Preferred Education & Experience:**

- Four year college degree in business, economics, finance or related field
- Five years senior management experience in a non-profit or microenterprise development.
- Previous experience working on issues of gender equality is desirable.
- Previous entrepreneurial, lending and non-profit leadership experience is desirable.

**Work Environment/Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee must occasionally lift and/or move items weighing up to 25 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually moderate.

**How to Apply:**

Interested candidates should send a cover letter and résumé (both required) to [hr@womenventure.org](mailto:hr@womenventure.org) with "SBA Program Director and Business Consultant" in the subject line or via mail to Human Resources, WomenVenture, 2324 University Ave., Suite 120, St. Paul, MN 55114. **Application deadline is Monday, September 16, 2013.** WomenVenture is an equal opportunity employer. No phone calls please.