

JOB DESCRIPTION

Business Advisor

SUMMARY OF POSITION:

The Business Advisor/COVID Specialist will join the Development Corporation of Mercedes team as the dedicated lead for the response and recovery of small businesses impacted by the COVID-19 pandemic. This position provides consulting and training for small business owner/entrepreneurs impacted by COVID-19 and assists them in stabilizing, recovering, and rebuilding. This position is the subject matter expert for all SBA loan products available to businesses and is responsible for helping owners understand their options.

The Business Advisor/COVID Specialist is a temporary position and is funded with money from the 2020 CARES Act that is set to expire September 21st, 2023. This temporary employment will end with the expiration of the funding.

DUTIES AND RESPONSIBILITIES

Small Business Counseling, Training, and Reporting Requirements:

- Interview and assess client needs.
- Provide counseling or e-counseling that includes feasibility, financial, regulatory, and operational guidance and technical assistance on the various aspects of starting and expanding a successful small business including, but not limited to:
 - Analyzing the specific business and industry data in finance, marketing, management and operations
 - Providing guidance in the development of business plans and financial packages;
 - Calculating and interpreting historical and projected financial ratios;
 - Preparing pro forma cash flow and financial statements;
 - Troubleshooting to identify problems and areas for improvement
 - Providing guidance on expansion to include employment requirements, foreign markets, government contracting, and technology commercialization;
 - Conducting quality-based assessments;
 - Providing information on federal, state, and local regulations and programs, and
 - Providing guidance in loan packaging to pre-venture, start-up, or advanced stage existing businesses.
- Develop a resource network to be used in providing referrals to appropriate resources.
- Plan and market no-to low-cost training on subjects relevant to small business start-up and growth.
- Recruit government, private and public entities, as well as businesses and businesspersons to provide voluntary training
- Evaluate programs' effectiveness and measure impact of services provided.
- Assist in the transfer of university-based knowledge to the small business community.
- Ensure timely and accurate counseling data input into the information management system.
- Other duties as assigned by the Executive Director.

Program and Small Business Advocate:

- Promote the program and advocate for small business through presentations to communities and entities.
- Develop relationships with key stakeholders including, but not limited to, SBA, banks, chambers of commerce, trade groups, educational institutions, legislators, and hosts.
- Develop appropriate advertising, promotion, and marketing materials.

Miscellaneous:

- Attend regional and state meetings and conferences as required.
- Develop and provide specific information, reports and/or special services as requested or required.
- Support area, state and federal research projects concerning small business and disseminate results to community.

PROVEN ABILITIES:

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| • Interpersonal Skills | • Sales and Marketing |
| • Listening Skills | • Technology |
| • Small Business Experience | • Organizational Skills |
| • Project Management Experience | • Collaboration |
| • Willingness to Learn | • Economic Development |
| • Oral/Written Communications | • Multi-tasking |
| • Financial/Lending | • Safeguarding program confidentiality |
| • Strong analytical and innovative skills | • Bilingual |
| • Finance/Accounting: Debt & Equity Finance | |

EDUCATION:

B.A., B.S., or Masters Degree in Business Administration, Public Administration or related field. In lieu of a degree, a minimum of five (5) years' experience in either business ownership and operations and/or equivalent combination of education and experience which demonstrates the knowledge, skills and abilities necessary for this position may be accepted.