



BUSINESS ADVISOR

Position Description

The SBDC Business Advisor fosters a strong climate for small business growth by providing in-depth, confidential, no-cost business counseling, no- to low-cost training, and resource and referral services to Ohio's small business owners and aspiring entrepreneurs. Reports to the SBDC Center Director.

-----POSITION DUTIES-----

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, government contracting
 - > Conducting quality-based assessments;
 - > Providing information on federal, state, and local regulations and programs,
 - > 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 Center IC client information management system.
- Other duties as assigned by the Center Director.

Program and Small Business Advocate:

- Promote the SBDC program and advocate for small business through presentations to communities and entities.
- Develop relationships with key stakeholders including, but not limited to, SBA, Ohio Development Services Agency, banks, chambers of commerce, economic development organizations, 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 by the SBA/SBDC Administrators, the SBA Business Development Specialist, and the Director of the SBDC.
- Support area, state and federal research projects concerning small business and disseminate results to community.
- And other requirements as detailed in the Request for Proposal.



-----POSITION QUALIFICATIONS-----

PROVEN ABILITIES:

- Interpersonal Skills
 - Listening Skills
 - Small Business Experience
 - Managerial Experience
 - Willingness to Learn
 - Oral/Written Communications
 - Financing/Lending
 - Multi-tasking
 - Strong analytical and innovative skills
 - Debt & Equity Finance
 - Sales and Marketing
 - Technology
 - Organizational Skills
 - Collaboration
 - Economic Development
 - Safeguarding program confidentiality
- Bachelor's Degree in business, Public Administration or related field preferred, or a minimum of five years of experience in business ownership and operations, and/or equivalent combination of education and experience which demonstrates the required knowledge, skills, and abilities may be acceptable.
 - Demonstrated knowledge of lending practices and access to capital requirements.
 - Experience in providing technical assistance/guidance to small businesses
 - Commitment to complete *Certified Business Advisor* (CBA) certification within designated period
 - Must provide own transportation and be able to travel to meetings around the state of Ohio.

Desired Qualifications:

- Fluent in Spanish (i.e. speaking, reading and writing)
- Demonstrated involvement with the Hispanic community
- Demonstrated success with grant writing

Compensation: Commensurate with skills and experience.

How to Apply: Interested applicants should submit a cover letter and resume to jcontreras@hbcenter.org, or via US Mail to:

**Hispanic Business Center
2511 Clark Avenue
Cleveland, OH 44109**

HBC is an Equal Opportunity Employer and is in compliance with Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973, and employs without regard to sex, race, color, national origin, religion, age, handicap or veteran status. Additionally, it is the policy of HBC to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

About the Hispanic Business Center

The Northeast Ohio Hispanic Center for Economic Development, dba the Hispanic Business Center, is a 501(c)(3) nonprofit organization that provides advocacy, education and outreach related to small business owners and entrepreneurs, with a special focus on Hispanic-owned businesses and professionals throughout the region. HBC works with individuals from all communities to help them start a new business or grow their existing business. HBC offers public programming that fosters client growth, knowledge and skill-acquisition, as well as understanding how to leverage key resources during initial years of operation. HBC's experienced team, as well as its corporate sponsors, help guide small- to medium-sized businesses toward greater success.