



# Women's Business Development Council

## Business Advisor(s)

### **Description**

Connecticut economic development organization seeks part-time Business Advisor consultant(s) to deliver services in New Haven and New London Counties. This person(s) will serve as a key contributor for enhancing and maintaining WBDC's strategic competitiveness as the preferred provider of entrepreneurial training for women in Connecticut.

### **About Us**

For over 22 years, the Women's Business Development Council (WBDC) has been providing entrepreneurial and financial education services to women across Connecticut. WBDC is headquartered in Stamford with regional offices in New Haven and New London Counties. Since inception in 1997, WBDC has served over 14,500 clients, assisted in the creation, sustainability or expansion of more than 5,900 businesses, and supported the creation and maintenance of more than 6,000 jobs.

### **What We Seek**

This position requires the ability to deliver innovative entrepreneurial and small business programs and services. The ideal candidate will have strong business acumen, including business financial expertise, and a minimum of 5 years of experience working with entrepreneurs and small business owners. This position demands a creative, passionate self-starter with strong communication and analytic skills.

This position is 10-24 hours per week, and travel to WBDC offices and training sites will be required. Hourly compensation will be commensurate with experience.

### **Duties and Responsibilities**

The Business Advisor is primarily responsible for delivering relevant, cutting-edge, quality entrepreneurial programs and services to WBDC clients, to help them launch and scale businesses.

- Deliver WBDC's long-term business plan development program, and provide clients with feedback on their business plans
- Deliver WBDC entrepreneurial programming through live and on-demand training, including in an area of personal business expertise (e.g., accounting, finance, franchising, lending, operations, procurement, sales, strategy)
- Counsel and assist clients on all aspects of launching and/or scaling a small business
- Support clients in becoming loan-ready: conduct review of client's business plans and financial statements, and assist clients with preparing financial projections
- Work with team to enhance existing offerings and develop new programs to address changing client needs and economic conditions for established business owners
- Develop/maintain working knowledge of micro enterprise / small business programs and lenders in Connecticut and nationally
- Prepare and submit required internal documentation for reporting purposes
- Assist Program Managers with building relationships with community partner organizations
- Participate in assigned WBDC programs and events
- Other duties as assigned

## Qualifications

- Undergraduate degree required; MBA or MS in Finance/Accounting preferred
- Minimum 5 years professional experience in small business, micro-enterprise, banking, and/or economic development, with experience delivering training and counseling/coaching to small business owners
- Financial management experience, including prowess in creating and analyzing financial documents; commercial lending/banking experience a plus
- GrowthWheel Advisor Certification a plus, as well as familiarity with tools/curricula such as LivePlan, IndustriousCFO, FastTrac, and Business Model Canvas
- Excellent communication skills, including an adeptness at presenting to small groups
- Proficient organizational and decision-making skills
- Sales and customer-service oriented with proven skills in client outreach
- Sensitive to the needs of a diverse client base
- Proficiency with Microsoft Excel, Outlook, PowerPoint, and Word
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation as this position requires travel between locations

## How We Operate

We are a team of 16 talented individuals who collectively drive economic impact through a high level of passion and commitment.

## Please apply if you:

- Possess an Entrepreneurial Mindset - creative, motivated, enthusiastic, and energetic
- Seek to inspire and empower those around you, whether they are clients or colleagues
- Prosper in a culture of teamwork and growth, and value collaboration
- Can think outside the box, pivot, and adapt to client's changing needs
- Are detailed, and can see the big picture while working in the day-to-day
- Demonstrate a sense of urgency in setting and meeting deadlines
- Thrive in a fast-paced environment, and are comfortable with change
- Are excited by the prospect of taking on a project from start to finish
- Take initiative, and are willing to go above and beyond to achieve results for yourself, your clients, and your team

## How to Apply

Interested candidates that are intimately familiar with this job posting and excited by this opportunity should email their cover letter and resume to [resumes@ctwbdc.org](mailto:resumes@ctwbdc.org). Please list WBDC Business Advisor in the e-mail subject line. No phone inquiries.

## Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

## WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.