



Women's Business Development Council

Bilingual Business Advisor

Position Type: Part-Time, Permanent

Posting Date: September 9, 2020

Closing Date: September 30, 2020

Description

Connecticut economic development organization seeks part-time Business Advisor to deliver bilingual (English/Spanish) entrepreneurial services virtually and across Connecticut, with a focus on Fairfield and New Haven Counties. Services will be geared towards child care providers across the state, positively impacting the short and long-term viability of the child care industry in Connecticut. This person will serve as a key contributor for enhancing and maintaining WBDC's strategic competitiveness as the preferred provider of entrepreneurial training for women and child care providers in Connecticut.

About Us

For over 20 years, the Women's Business Development Council (WBDC) has been providing entrepreneurial training, financial education, and access to capital services to women entrepreneurs, helping them to succeed in business. Services include training, technical assistance, microgrants and networking opportunities. Headquartered in Stamford with regional offices in New Haven and New London Counties, WBDC has assisted in the creation of over 1,800 businesses, supported the sustainability and expansion of 3,800 established businesses, and created more than 4,900 jobs.

What We Seek

This position requires the ability to deliver innovative entrepreneurial and small business programs and services to child care business owners and women entrepreneurs. The candidate will have strong business acumen including business financial expertise, fluency in English and Spanish, and a minimum of 5 years of experience working with entrepreneurs and small business owners. The ideal candidate will also have experience working in the child care industry. This position demands a creative, passionate self-starter with strong communication and analytic skills. As part of WBDC's new child care business development initiative, this position provides an outstanding opportunity for the selected candidate to make their mark in a critical sector of the micro-enterprise development industry at a reputable, growing organization.

This part-time position starts at 24 hours per week, with potential for growth. Currently, all operations and client services are virtual. Travel to WBDC offices and training sites including Stamford, Bridgeport, New Haven, Hartford, and New London, will be required once normal operations resume. Hourly compensation will be commensurate with experience.

Duties and Responsibilities

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

- Counsel and assist clients on all aspects of launching, maintaining and scaling a small business
- Deliver WBDC entrepreneurial programming through live and on-demand training, including in an area of personal business expertise (e.g., accounting, finance, lending, marketing, operations, procurement, sales, strategy)

- Deliver WBDC's long-term business plan development program, and provide clients with feedback on their business plans
- Support clients in becoming grant and 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 child care businesses
- Develop/maintain working knowledge of micro enterprise / small business programs and lenders in Connecticut and nationally
- Develop/maintain working knowledge of Connecticut's child care industry and resources available to child care providers
- Prepare and submit required internal documentation for reporting purposes
- Assist Program Managers with cultivating relationships with community partner organizations
- Participate in assigned WBDC and partner 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
- Experience working with child care businesses; intimate knowledge of Connecticut's child care industry a plus
- Financial management experience, including prowess in creating and analyzing financial documents
- GrowthWheel Advisor and QuickBooks Pro Advisor Certifications 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
- Fluency in English and Spanish, both written and oral; comfortable translating basic business communications and documents
- Proficient organizational, problem-solving 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
- Experience and comfort delivering services via videoconferencing technology
- Must have own transportation as this position will require travel between locations
- Availability to work occasional evenings and/or weekends as needed

How We Operate

We are a small team of over 25 talented individuals who collectively deliver outstanding results 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. Please list WBDC Business Advisor (Child Care) 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.