



Torrington Small Business Advisor

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Small Business Advisor for our Torrington program.

The Business Advisor has a multi-faceted role within the Client Services Team. They are responsible for developing and delivering relevant, cutting-edge, quality entrepreneurial programs and services focused on all aspects of small business management to WBDC clients to achieve optimal economic impact outcomes. The Business Advisor will be responsible for educating clients on the elements of management for businesses of all sizes. Key knowledge areas include: business start-up, marketing, finance, HR, accounting, access to capital from traditional and nontraditional sources, and other topics.

This position reports to the West Regional Program Manager. The Torrington Business Advisor will also be responsible for engaging clients, volunteers, and the community. This position is a key contributor for enhancing and maintaining WBDC's strategic competitiveness as the preferred provider of entrepreneurial training in Connecticut.

This position is up to 25 hours per week. WBDC is currently operating in a hybrid model, with staff expected to be in the office 2-3 days/week. This position will be based in WBDC's Waterbury office. Travel to Torrington and to our offices in Stamford, New Haven, and New London, as well as other locations across Connecticut, will be required on a regular basis. The compensation is paid hourly with the rate in the range of \$45 – 50/hour commensurate with experience. This role is 12-18 months in duration, pending funding.

Duties and Responsibilities

- Develop, enhance, and deliver WBDC's programming around small business management; recruit volunteer guest speakers and advisors; counsel and guide clients on financing topics and strategy; advocate and encourage business plan development; review business plans and provide clients with constructive, actionable feedback
- Enhance and deliver WBDC entrepreneurial management programming through live and on-demand training and one-on-one business advising
- Advise and assist clients in Torrington on all aspects of launching and/or scaling a small business and financial management
- Enhance existing offerings and develop new programs to address changing client needs and economic conditions for new and established business owners
- Develop/maintain working knowledge of online business planning tools and utilize them in classes and counseling sessions
- Develop/maintain working knowledge of micro enterprise and small business programs in Connecticut and nationally
- Develop/maintain a working knowledge of latest tools available to provide entrepreneurs with enhanced financing opportunities to build their businesses
- Assist Program Team with WBDC's Opportunity Fund Grant Programs, including providing pre- and post-funding technical assistance and reporting

- Administer client follow-up to boost client engagement and collect outcomes
- Complete required data for compliance on a timely basis, within 48 hours after each class/ counseling session; collect client evaluations and testimonials; contribute to client success stories
- Develop and maintain relationships with community partners in the City of Torrington
- Manage programmatic volunteers; develop and maintain relationships with volunteers, including vetting volunteer instructors, counselors, and advisors; work with team to ensure seamless tracking and reporting
- Represent and assist at WBDC programs and events
- Represent WBDC at partner events and meetings
- Other duties as assigned

Qualifications

- Bachelor's Degree in business, finance, accounting, or relevant field; Master's in Business Administration; or related field preferred
- Minimum 5 years professional experience in the fields of small business management, economic development, or micro-enterprise, with experience delivering training and consulting/coaching to small business owners strongly preferred
- Experience in external affairs and community outreach
- Possess an Entrepreneurial Mindset - creative, motivated, enthusiastic, and energetic
- Excellent communication, writing, organizational and decision-making skills
- Excellent presentation/public speaking skills to small groups
- Strong interpersonal skills, and ability to build trusted relationships
- Sensitive to the needs of a diverse client base
- A natural curiosity and a "big picture" mentality
- Proficiency with Microsoft Excel, PowerPoint, Outlook, and Word
- Fluency in English. Fluency in Spanish a plus
- Availability to work occasional evenings and/or weekends as needed
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 16,670 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 12,500 businesses, create and maintain over 25,880 jobs in Connecticut, and access more than \$28.7 million in capital. Visit ctwbdc.org for more information.

WBDC offers full-time employees a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 30 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
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC TORRINGTON 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.