



Business Advisor

OVERVIEW

The Women's Business Development Council (WBDC) is seeking a driven and passionate Small Business Advisor to serve clients across Connecticut, through virtual and in-person services.

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. They 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 person 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. The Business Advisor will report to a WBDC Program Manager.

This is a hybrid, part-time role for 24 hours per week, with potential for growth. The role is 3 days per week between Monday to Thursday. At least two of the days between Tuesday to Thursday will be worked from WBDC's Waterbury office, and the third day can be done remotely. Occasionally, evening or weekend work will be required. Travel to our offices in Stamford, Hartford, and New London, as well as other locations across Connecticut, will be required on a regular basis. The salary range for the role is \$40-\$50/hour and will be commensurate with skills and experience.

DUTIES AND RESPONSIBILITIES

- Enhance and deliver WBDC entrepreneurial management programming through live training and one-on-one business advising – topic areas may include accounting, finance, lending, human resources, marketing, operations, sales, strategy
- Advise and assist clients 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
- Assist Program Team with WBDC's grant programs, including providing pre- and post-funding technical assistance and reporting to support the grant programs
- Follow-up with clients after classes, grant applications and advising, to boost client engagement and collect outcomes
- Complete required data for compliance on a timely basis, within 48 hours after each class/ advising session; collect client evaluations and testimonials; contribute to client success stories
- Maintain confidentiality and professionalism in all client interactions
- Represent and assist at WBDC programs and events, and 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 8 years professional experience in the fields of small business management, economic development, or micro-enterprise
- Proven skills in delivering in person and virtual training and coaching to adults; experience working with child care businesses and experience designing curriculum for adults a plus
- Financial management experience, including ability to create and analyze financial documents
- Experience in community outreach, and ability to build trusted relationships
- Experience working with diverse communities or underserved populations; oral and written fluency in Spanish and English a plus; experience working with child care businesses a plus
- Excellent communication, writing, organizational and decision-making skills
- Excellent presentation/public speaking skills to small groups in person and virtually
- 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
- 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 18,900 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 14,000 businesses, create and maintain over 31,000 jobs in Connecticut, and access more than \$57 million in capital. Visit ctwbdc.org for more information.

HOW WE OPERATE

We are a team of 35 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 passionate about supporting women entrepreneurs and child care business owners

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 (Waterbury) 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.