

**Position Description**

**Title:** Business Development Officer

**Department:** Program

**Reports to:** Women’s Business Center Director

**FMLA Status:** Full Time, Exempt

**Position Summary**

The purpose of this position is to provide high quality business counseling to WomenVenture (WV) clients, including education regarding business planning, financial record keeping, marketing and other business challenges to facilitate the creation of profitable and sustainable businesses. The incumbent also works to support and grow outreach efforts into the communities we serve.

**Primary Responsibilities**

Business Counseling (75%)

* Deliver business counseling services to walk-in and ongoing clients at WV offices and partners’ locations
* Create action plans to help clients resolve business challenges
* Provide business counseling to support loan eligible clients to reach loan readiness, as requested by Loan Officers
* Complete and document assessment of client’s business challenges and provide support and/or identify additional training or external consulting resources
* Work with loan team to resolve loan client business issues to mitigate risk of loan default
* Collect and maintain records of grant required data and client-facing activities in CRM database

Outreach (10%)

* Identify, maintain and grow partnerships that will allow WV to better serve our client population
* Identify potential volunteers and business consultants to deliver services

Program Development and Management (10%)

* Track and analyze client requests for services and common business questions to identify programming gaps
* Develop and implement solutions that would make services more applicable, effective and accessible to target population
* Develop systems to request, provide and track business counseling services to new and existing clients
* Identify new processes and tools for providing business counseling to WV Clients

Training Support (5%)

* Provide training for business education classes as requested by Training Manager

**Qualifications**

* Bachelor’s degree in business, finance, accounting or related field
* 5+ years’ experience in business development, finance, micro-lending or related field
* Experience in non-profit environments, preferably providing direct service to clients
* Financial acumen: Ability to interpret income statements, balance sheets and cash flow projections; aptitude in determining relationships among sets of related data
* QuickBooks Online and Desktop expertise, proficiency with Microsoft Office Suite and experience using databases
* Ability to read, write, analyze and interpret general business information, reports or governmental regulations

**Desired Characteristics**

* Excellent communication and meeting facilitation skills, including the ability to effectively present information to a wide variety of audiences
* High degree of initiative, curiosity, critical thinking and problem-solving ability
* Attention to detail, and the ability to follow complex tasks through to completion

**Work Environment/Physical Demands**

This position requires access to confidential records and information, including but not limited to client information. To perform this job, strict confidentiality must be maintained.

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee must occasionally lift and/or move items weighing up to 50 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually moderate. Ability to work a varied schedule is necessary, including both day and evening hours.

**Application Procedure:**

WomenVenture is an equal opportunity employer, and strongly encourages diverse individuals to apply.

Interested candidates should send a cover letter and résumé (both required) to hr@womenventure.org with “Business Development Officer” in the subject line or to Human Resources, WomenVenture, 2021 East Hennepin Avenue, Suite 200, Minneapolis, MN 55413. Position will remain open until filled.No phone calls please.

*This position description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an exhaustive list of all activities, tasks and skills required of people in the position.*