



PROFESSIONAL POSITION DESCRIPTION

Position Title: Business Advisor
Department: Small Business Development Center
Location: Lincoln Area, Maine
Schedule: Full-Time
Supervisor: Josh Nadeau
Reports To: State Director, Small Business Development Center (Secondary)

STATEMENT OF THE JOB:

Business Advisor: As MSBDC Business Advisor, has primary purpose to improve managerial skills of small business clients by providing high quality advising, training, and referrals to sources of financing and other business assistance. Acts as a first line of defense or point of contact for Northern Maine Development Commission's Business Finance Department.

ESSENTIAL FUNCTIONS:

- *As Business Advisor (100%):*
 - Appropriately applies general and specific knowledge and interpersonal skills to specific client case.
 - Analyzes client businesses and assists clients in identifying problem areas and developing solutions to address problems.
 - Identifies and communicates to clients the availability of other public and private resources of business assistance and financing. Assists clients in applying for regional, state and federal resources, Refers clients to other in-house SBDC services where appropriate.
 - Assists clients with all aspects of business start-up and acquisitions, financial management, personnel development, market research and planning, accounting and record keeping and most other aspects of small business management.
 - Acts as an advocate on behalf of client and as a liaison between client and those organizations or individuals to whom the client is referred.
 - Documents all interaction between advisor and client and monitors progress.
 - Stays abreast of and briefs colleagues and staff on current programs and major issues pertinent to small business.
 - Administers Technical Support Program for Rural Micro Entrepreneur Assistance Program (RMAP)
 - Additional duties as assigned.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
 - Work on federally funded projects.
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SUPERVISORY RESPONSIBILITIES:

The Center Director is occasionally responsible for the supervision of special resource partners or affiliated members at organized functions and training events. Responsibility for program implementation within Aroostook County and responsible for implementing SBDC mission and NMDC goals. Demonstrates knowledge and experience in maintaining a safe working/learning environment.

BUDGET RESPONSIBILITIES:

Develops NMDC SBDC annual plan for submission/negotiation with funding partners. Has responsibility for USM Center budget development and monitoring. May supervise special projects and the corresponding budgets.

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

Referenced under "Essential Functions."

INTERNAL AND EXTERNAL CONTACTS:

Internal: Referenced under "Essential Functions."

External: Referenced under "Essential Functions."

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of skills needed by small business owners/operators including, but not limited to: marketing; business plans; management reporting; recordkeeping; human resource management; cash management; work flow; legal requirements; safety standards; and organizational structure.
- Ability to guide clients on all aspects of financial management including financial management, structuring, packaging, securing, and managing capital, monitoring cash flow, investment strategies and resources, SBA and other loan workouts for companies with outstanding financial obligations.
- Knowledge of other in-state or national SBDC resources, or to outside resources such as banks, venture capitalists, lawyers, consultants market researchers, and other public and private sector agencies, companies, and individuals who might be of help to small business owners/operators.
- Proven analytical and research skills.
- Proven interpersonal competences.
- Proven oral and written communication abilities.
- Possesses an attitude that fosters a respectful, non-threatening workplace environment.
- Ability to multi-task.
- Knowledge of adult learning techniques.

QUALIFICATIONS:

Required:

- Master's Degree in Business field or Bachelor's Degree with equivalent experience. Minimum of five years' experience in private business or industry. Experience with public-private finance programs and economic development activities. Strong supervisory ability. Demonstrated ability to conceptualize and clearly express written ideas.

- Must achieve the designation, “Certified Small Business Advisor” through New England Professional Development (NEPD) within first year of employment and maintain that certification annually thereafter.

Preferred:

- Familiarity with computer systems as they relate to financial management and small business applications and wide area networks. Familiarity with the Maine SBDC organization, its policies and procedures.

****NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*
