

Title: SBDC Financial Counselor**Department:** Small Business Development Services**Supervisor:** Vice President/SBDC Director**Status:** Exempt**General Summary:**

The SBDC counselor fosters a strong climate for small business growth by providing in-depth, confidential, no-cost business counseling, training, and resource and referral services to small business owners and aspiring entrepreneurs.

Duties:

1. Provide counseling or e-counseling that includes feasibility, financial, regulatory, and operational guidance and technical assistance on the various aspects of starting or expanding a successful small business including but not limited to:
 - a. Analyzing the specific business and industry data in finance, management & operations
 - b. Providing guidance in the development of budgeting & forecasting
 - c. Calculating, preparing and interpreting historical and projected financial statements
 - d. Troubleshooting to identify problems and areas for improvement
 - e. Providing guidance in loan packaging to pre-venture, startup, or existing businesses
2. Develop a resource network to be used in providing referrals to appropriate resources.
3. Ensure timely and accurate counseling data input into Center IC CRM system.
4. Promote the SBDC program and advocate for small business through public presentations.
5. Develop relationships with key stakeholders including, but not limited to, SBA, Ohio Development Services Agency, banks, chambers of commerce, economic development organizations, trade groups, educational institutions and public officials.
6. Attend regional and state meetings and conferences as required
7. Other duties as assigned by VP/SBDC Director or Director of Counseling.

Position Requirements:

1. Graduate of a four-year college with degree in Business Administration, Finance, Accounting or other related fields and/or a minimum of five years of experience in business management/ownership. An equivalent combination of education and experience which demonstrates the acquisition of required knowledge, skills and abilities may be acceptable
2. Ability to relate well with people of diverse backgrounds
3. General knowledge of principles of business is required
4. Strong interpersonal, communication and analytical skills
5. Ability to handle multiple assignments, organize and establish work priorities with minimal direction and supervision
6. The ability to travel to annual state and national conferences
7. This position requires the successful completion of the Certified Business Advisor course regardless of education or experience within the first 6 months of employment.

To Apply:

Email your resume and cover letter to jill.badger@toledochamber.com

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the person.