



MISSION

We help North Dakotans to start, manage and grow their businesses

VISION

We are North Dakota's collaborative small business development resource

CORE VALUES

<i>Collaboration</i>	<i>Accountability</i>
<i>Teamwork</i>	<i>Service</i>
<i>Professionalism</i>	<i>Integrity</i>

North Dakota SBDC Network

FUNCTIONAL TITLE: ND SBDC Business Advisor

JOB FAMILY: Marketing & Entrepreneur

FTE PERCENTAGE: *negotiable*

EDUCATION/KNOWLEDGE REQUIREMENT: B.S. or B.A. or equivalent higher education in business, finance or another relevant major with specialized subject knowledge in business operations, human resources, technology, etc.

REQUIRED WORK EXPERIENCE IN ADDITION TO FORMAL EDUCATION/TRAINING:

Two years full-time or part-time-equivalent experience that is relevant to this position and its multi-faceted responsibilities.

Strong communication, client and community relations, funds development and data management skills.

Strong time management and organizational skills.

Effective individual and group engagement with a wide variety of individuals, organizations and the general public.

Ability to generate traditional and electronic correspondence, and proficiency with Microsoft Outlook, Word and Powerpoint.

Demonstrated ability to work both independently under supervision and as part of a collaborative team is an essential skill.

Exercise initiative and appropriate independent judgement.

Experience in small business ownership or management and experience with economic development programs are a plus.

SPECIFIC SKILLS OR EQUIPMENT REQUIRED: Available, reliable transportation. Operation of office equipment and technology, including computers and position-relevant programs. Strong communication skills. Ability and experience regarding business operations, financial analysis and business advising.

What is the function/mission of your department?

The North Dakota Small Business Development Center is a partnership between the federal government (U.S. Small Business Administration), State of North Dakota (Commerce Department) and North Dakota University System (University of North Dakota), provides training and technical assistance to entrepreneurs and small businesses within the state, and is one of two outreach programs of the University of North Dakota College of Business & Public Administration. The ND SBDC Lead Center and its staff provide leadership, supervision, service and support for the ND SBDC network, program and staff and communicates and coordinates with partner entities, stakeholders, allies and other interested parties, including UND departments and personnel. ND SBDC Regional Center staff extend this reach within their assigned region and the state through their assigned position purpose.

What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)

ND SBDC Business Advisors execute the mission, vision, and values of the ND SBDC Network. They provide professional business advising and technical assistance to entrepreneurs and small business owners or managers in all facets of starting, managing and growing a small business. These positions also may assist with program marketing, stakeholder relations and local-match funds development within their assigned region and for representing ND SBDC within their region at various functions and events. Business Advisors are accountable for ND SBDC goals and milestones assigned to their Center and may be called upon to complete or assist with special projects and efforts involving the network, their region or Center, including market research or client research to understand and help to meet client and other stakeholder needs.

These positions are created, implemented and continued on an as-needed basis and based on funding available from an annual SBA Cooperative Agreement award grant and any additional funding provided by other funding sources or special project funds.

Duties:

1. Provide one-on-one individualized business advising and technical assistance to entrepreneurs and small business owners or managers in all facets of starting, managing and growing a small business. Client needs may require some evening or weekend appointments in person or by phone or e-mail or travel from the regional center to a client's business location in the region. A valid driver's license and reliable transportation are required for this purpose.
 - Develop and provide expertise in all facets of starting, managing and growing a small business and share that expertise upon request with other ND SBDC staff and stakeholders
 - Link program clients to other appropriate resources when the need arises
 - Manage client portfolio utilizing Center IC management information system for entering, tracking, analyzing performance, review and reporting. Client records must be maintained (accurate, complete, timely and confidential).
 - Obtain feedback from clients regarding services provided to clients, including satisfaction, impacts and success

2. Program management and administration
 - Originate and maintain confidential client-tracking records using designated computerized database system. Provide input for all periodic reports required by the program or its key stakeholders.
 - Maintain program compliance with all federal, state, university and local rules and regulations pertaining to the program, including client and program confidentiality and conflict of interest policies.
 - Identify other technical assistance providers that support the growth of small business and utilize those services as appropriate for client success.

3. Program marketing, stakeholder relations and funds development
 - Conduct program marketing, stakeholder relations and local-match funds development efforts within assigned region
 - Identify and maintain regular contact with other resource partners and referral sources within assigned region
 - Initiate and foster relationships with various stakeholders within assigned region to help promote the ND SBDC program, understand client needs and regional interests, and to enhance program visibility and impact within assigned region

Email cover letter, resume, and three professional references to Connie@growingjamestown.com or mail to Connie / PO Box 293 / Jamestown, ND 58402-0293. No phone calls please.