



JOB DESCRIPTION

Position Category: Small Business Adviser

Position Subcategory: FUNDS Program Manager

FLSA Status: Full time/Exempt

Compensation: \$57,000- \$65,000(DOE)

Physical Strength: Light

Benefits:

- *Hybrid Work*
- *Dental insurance*
- *Health insurance*
- *Paid time off*
- *Retirement plan*
- *Vision insurance*

Schedule:

- *Monday to Friday*

MISSION

PBDG Foundation's primary purpose is to advocate for equity and inclusion in the construction industry and proactively support, mentor, and provide access to resources to minority and women entrepreneurs in the building trade.

POSITION SUMMARY:

To meet growing demand and to share our successes with the community, PBDG is searching for a Small Business Advisor to join their program team. The Advisor needs to be skilled at financial coaching and be detail oriented.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary Responsibilities:

- Experience in executing IDA programs and understanding the basics of business financials, cash flow analysis, credit building and personal finance.
- Skilled at interpersonal relationships and connecting businesses to resources
- Conduct a needs assessment and action plan for each business.
- Provide efficient and effective one-on-one technical assistance, advising, coaching and consulting services to small business clients utilizing a professional approach with relevant and accurate business acumen.
- Provide group training on basic or introductory topics related to business and personal finances.
- Effectively document activities and outcomes.
- Perform administrative duties in conformance with contract guidelines and PBDG reporting requirements.
- Ensure that all PBDG program participants, workshop participants, and technical assistance participants receive exceptional support and learning opportunities.
- Ensure that all contract funding requirements and program standards are understood, communicated, tracked and met.

- Ensure that all business owners enrolled in programs are aware of all activities happening at PBDG.
- Interface with construction related companies and the business community about PBDG programs, membership and clients.
- Utilize data and member stories to put together reports that showcase the impact of our work
- Represent the program at various small business events and meetings
- Some occasional evening and weekend hours may be required for meetings or events, and to meet deadlines.
- Performs other duties and functions as necessary or as assigned.

QUALIFICATIONS:

Ability to perform the essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EDUCATION AND/OR EXPERIENCE

- Minimum two years of experience in program management and reporting
- A Bachelor's degree or an equivalent combination of education and experience is required.
- Experience working with BIPOC owned small businesses and/or small business organizations highly preferred.
- Background in commercial banking, microlending, community development and/or entrepreneurship is highly preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to work with, and connect with, a diverse stakeholder community; effectively work across cultural and socio-economic differences.
- Demonstrated business expertise and a deep understanding of the entrepreneurial path
- Ability to take initiative, prioritize tasks and meet deadlines consistently
- Highly organized and able to effectively manage multiple projects simultaneously
- Able to be flexible and adapt to change within a growing entrepreneurial work environment
- Critical thinker with strong analytical, problem-prevention, and problem-solving skills.
- Self-starter with lots of initiative who thrives on collaborating with multiple team members.
- Able to handle sensitive confidential information as required
- Strong interpersonal communication and relationship-building skills; high emotional intelligence, communicates positively, proactively and collaboratively.
- Holds a strong work ethic, yet embraces work-life balance and self-care with a long-term view toward sustainability within the position and organization.

COMPUTER SKILLS

Job requires specialized computer skills including MS Word, Excel, PowerPoint, Outlook. Must be adept at using various applications including database, spreadsheet, report writing, online research, project management, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and access to a car preferred, but not required.

PHYSICAL DEMANDS

Position is sometimes sedentary, but also requires mobility to client and partner sites and office headquarters; dexterity necessary to operate a computer with substantial repetitive motion of wrists, hands, and/or fingers; the ability to lift up to 20 pounds occasionally; the visual acuity to read and prepare/analyze data and figures; ability to express/exchange ideas by means of the spoken word; perceive the nature of sounds at normal speaking levels with or without correction; majority of work performed indoors.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet to moderate.

***Note:** This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.*

To apply for this position, send a copy of your resume and cover letter to Kenechi@pbdgweb.com