

## Job Description

**Job Title: Small Business Advisor**

**JTC: DAJ**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provide professional business and management advising in the areas of general business, and accounting to existing or start-up small businesses. Plan, coordinate, and market training seminars, workshops, conferences, and special training projects for the Small Business Development Center.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide professional business advising and counseling services to pre-venture, early stage and growth companies in areas such as financial modeling, financial analysis and budgeting, capital formation, marketing and business plan development. Knowledge of college policies and procedures.

Ability to analyze and synthesize information in a concise manner and make recommendations to resolve issues. Knowledge of methods and procedures used in starting or expanding a business. Knowledge of business models to help clients in various stages of their business. Ensures business compliance with laws, codes and regulations as they apply to business development and expansion.

Ability to cultivate and maintain constructive relationships with a variety of key internal and external stakeholders. Ability to coordinate and direct business assistance programs, recommend and implement goals and objectives for providing business support services. Experience writing business plans, conducting industry research and knowledge of small business licenses and permits.

Experience gathering and documenting business requirements, while making informative decisions utilizing research and technology. Ability to adapt to changing technologies and learn functionality of new equipment and systems. Ability to handle confidential and sensitive information. Must have excellent organizational, time management, priority and interpersonal skills to be successful and support the goals of the department. Knowledge of budget management and marketing principles.

Must have strong strategic and project planning, business development and risk management experience. Demonstrated proficiency integrating new and emerging technology to improve service delivery quality and efficiency. Ability to prepare reports and give presentations, using effective judgement and tact. Strong verbal and communication skills. Must have excellent customer service experience.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher and three (3) years of experience in business management and counseling. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides one-on-one confidential consulting to current and potential small business owners. Provide professional business and management advising in the areas of general business, financing, marketing and business planning to existing or start up small business.

Coordinate and market training seminars, workshops, conferences, and special training projects for the Small Business Development Center (SBDC). Manage logistics for all events. Assist in solving contemporary marketing problems and issues.

Work with established businesses in addressing their changing business management needs. Develops a client database, establishes a reporting system, and generates narrative and statistical reports on the activities and progress of the clients.

Instruct and coach beginning enterprises whose knowledge of the business arena may be in the early stages of development. Assist companies to improve sales management processes or advise on financial accounting and reporting procedures. Assists the director with strategic plans designed to promote the growth of the program.

Facilitates seminars and assist in marketing the program through speaking to outside groups. Must complete required DCCCD Professional Development training hours per academic year. Provides effective customer service and communication to help SBDC clients sign up for SBDC services. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*