



Job Description

Job Title: Senior Business Advisor

JTC: EAN

Salary Range: N06

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

Responsible for providing one-on-one business advising and technical assistance to business clients and scholars. Provides business recommendations, principles and business management strategy to ensure business accomplishment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience with and/or the ability to employ a business case management approach for advising participants in the educational, business components and financial service aspects of the program. Business knowledge and marketing skills, with the knowledge of business requirements and support methodologies.

Experience related to economic or entrepreneurial development, business ownership and management. Demonstrated proficiency in financial analysis with the ability to correctly diagnose defined problem and apply information, resources and processes to create a workable and usable solution. Knowledge of federal, state, local and other funding sources.

Experience establishing solid business relationships in a local economic development, community or business context. Demonstrated leadership and project management skills. Proven record of accomplishment in achieving objectives, and district goals with minimal supervision. Experience working in diverse environments with clients of varying economic backgrounds.

Must have strong strategic and project planning, business development and risk management experience. The ability to convey concepts and training in both individual and group settings. Experience gathering and documenting business requirements, while making informative decisions utilizing research and technology. Proficient use of Microsoft Office and related software.

Strong logistical and organizational skills with the ability to multitask efficiently and effectively with strong attention to detail. Commitment to quality customer service and excellence. Excellent communication skills, including written, verbal and listening. Strong presentation and training skills in a diverse community and work environment.

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 plus five (5) years of work related experience. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitate and support business clients and scholars in a learning environment to identify their business needs, and provide them with the tools and resources needed to assist them in building their business. Provide consultation and innovative ideas for working with small business clients to improve their desired business grown.

Engage in routine meetings to identify new opportunities and tools to assist them in developing a strategic plan of growth. Create and implement change plans in partnership with program leadership. Provides training and valuable information and makes recommendations to colleagues as they advise their own clients.

Collaborate with staff members and faculty with the purpose of achieving client satisfaction and meet organizational goals. Meet with strategic partners, including municipalities, for profit and nonprofit organizations with exclusive focus of improving the DFW community efforts. Track and record the progress of business scholars/clients to ensure their completion of the business plan deliverables and ensure the program is being followed to achieve successful completion. Develop projects to meet the needs of the client and prepare reports and recommendations for overall projects and related activities.

Conduct outreach presentations and workshops to facilitate group learning and ensure the client understands the benefit of utility tools and resources that are available. Uses all available modes of communication and selects the most appropriate mode according to the audience, project or issue and level of confidentiality. Must complete required DCCCD Professional Development training hours per academic year. 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.