

Job Code:101440
Position #:(PSA) (E)
Developed by:.....EH
Reviewed by:.....LK
Approved by:.....LK
Date:.....01/16; 09/20

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Business Counselor, URI/SBDC
DIVISION: Research and Economic Development (Small Business Development Center)
REPORTS TO: Associate State Director, RISBDC
GRADE: 10
SUPERVISES: N/A

BASIC FUNCTION:

Carry out the mission of the Rhode Island Small Business Development Center (RISBDC) network. Enhance the economic well-being of the citizens of Rhode Island by providing comprehensive, high-quality assistance to existing and potential small businesses. Work with the Regional Directors to identify, develop, and implement programmatic activities based on the RISBDC mission and strategic plan to best serve the RI small business community. Follow RISBDC reporting protocol and provide narrative reports on activities to support RI SBDC communications to the public and stakeholder agencies and to support fundraising efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide one-on-one, confidential business counseling, trainings, and information and resources to emerging and existing small businesses in Rhode Island.

Pro-actively seek clients from network of economic development organizations.

Provide outreach and maintain hours in outreach locations for their assigned territory.

Receive case referrals in accordance with standards set by the Director.

Interview clients to determine management and financial needs.

Provide assistance to small business clients to develop, operate, and manage their business.

Assist clients in preparing a business and financing plan.

Calculate amount of debt and funds available to plan method of payoff and estimate time for debt liquidation.

Confer with clients to ascertain available monthly income required to meet credit obligations.

Prepare and examine financial proposals.

Analyze present and projected financial statements for trends in client's business.

Prepare documentation for loans.

Direct clients in designing, preparing, and maintaining accounting records.

Advise clients on future profitability based on feasibility studies.

OTHER DUTIES AND RESPONSIBILITIES:

Responsible for developing and delivering training workshops as appropriate.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, word processing, database management and spreadsheet software; Microsoft Office applications (i.e., Excel, Word, and Power Point.)

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in business or related field; Minimum of two years' work experience in a business or nonprofit setting managing projects and/or day-to-day operations; Demonstrated knowledge of small business needs and issues; Demonstrated knowledge of the particular needs of small business start-ups and individuals considering starting a business; Demonstrated relationship-building skills with business and nonprofit professionals; Demonstrated workflow management skills; Demonstrated ability to manage multiple long- and short-term schedules; Demonstrated strong verbal and interpersonal communication skills Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated attention to detail in record-keeping and data management; Demonstrated experience with Microsoft Office applications (i.e., Excel, Word, and Power Point); and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.