



**Rockville Economic Development, Inc.
Maryland Women’s Business Center
Position Description**

Title: Associate Business Consultant
Maryland Women’s Business Center

Accountability: Reports to Program Manager

Rockville Economic Development, Inc. (REDI), a nonprofit organization, was founded in 1997 by the City of Rockville to serve as the economic development agency for the City. Today with a budget of \$1.5 million, it helps businesses launch, locate, and expand. In 2010, REDI established the Maryland Women’s Business Center (MWBC) to help women throughout the region start and grow businesses positioned for long-term growth through training, business counseling and other resources. Now funded in part through a Cooperative Agreement with the U.S. Small Business Administration (SBA), MWBC hosts more than 120 workshops a year and interacts with more than 1,600 clients through its various services and programs. Learn more about MWBC at marylandwbc.org and REDI at rockvilleredi.org.

DUTIES AND RESPONSIBILITIES:

- Provide individual one-on-one counseling to businesses.
- Assist with organizing, scheduling, presenting a variety of workshops.
- Accurately collect, record, maintain data and metrics as required.
- Meet annual performance goals and metrics.
- Supervise intern(s).
- Assist with special projects and other duties as assigned.

Counseling

- Provide professional management and technical assistance counseling to the small business community in areas of financial analysis, business plan development, marketing analysis and development of marketing strategic plans, contract procurement, and loan packaging, start-up assistance, as assigned by the Program Manager.
- Coach new and existing small- to medium- sized business owners in the development and strategic growth of their existing businesses.
- Identify and recruit volunteer professionals to offer client counseling and monitor volunteer counseling sessions to ensure high quality counseling standards are met.
- Organize peer counseling groups.
- Identify and develop a mentor network to be used in providing referrals for clients as appropriate.

Training Assistance

- Assist with administration and execution of trainings and workshops including online video platform management, room reservations, registration process, delivery, and data collection.
- Collect data and evaluations from participants and help ensure data is reported properly.
- Teach occasional courses and workshops on business related topics.

Marketing and Resource Assistance

- Assist with publicizing trainings and workshops and MWBC services.
- Assist the Program Manager with building and maintaining a strong network with organizations in the regional area that supports women and minority entrepreneurs.
- Assist with gathering and developing resources for business owners and operators.
- Research and stay abreast on business and financial trends for small business entrepreneurs.
- Maintain and add to organization's referral lists.

Administration

- Gather and record data as required, including timely and accurate entry into MWBC's CRM database system, NeoSerra.
- Prepare accurate reports as directed.
- Assist with events as needed.
- Help foster an organizational culture that encourages collaboration and accountability.
- Adhere to REDI policies and procedures.

QUALIFICATIONS:

- Bachelor's degree in business, marketing, finance or related field, or Associate's degree plus a minimum of two years' related experience.
- Experience in supporting small business development.
- Familiarity with women's business issues.
- Proficiency in Spanish desired.
- Strong financial acumen with demonstrated experience in budget planning and forecasting.
- Strong interpersonal, verbal, and written communication skills.
- Demonstrated ability to collaborate with diverse stakeholders and balance competing interests.

COMPENSATION:

- Commensurate with qualifications and experience.
- Full-time position benefits: paid holidays and annual leave, health care benefits, 3% matching contribution to a Simple IRA plan, and parking in office location.

APPLICATION:

Submission of application (resume with cover letter) indicating interest to HR@rockvilleredi.org

Rockville Economic Development, Inc. is an Equal Opportunity Employer.

1/2023