



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

Title: Associate Business Consultant, Part-Time
Maryland Women’s Business Center at Bowie State University

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 trainings and workshops.
- Perform marketing and community outreach to the Maryland business ecosystem.
- 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, loan packaging, start-up assistance, and strategic growth as assigned by the Program Manager.
- Identify and recruit volunteer professionals to offer client counseling and monitor volunteer counseling sessions to ensure high quality counseling standards are met.

Training Assistance

- Assist with administration and execution of trainings and workshops including materials preparation, site preparation, online video platform management, registration process, data collection, and follow-up services as necessary.

- Collect data and evaluations from participants and help ensure data is reported properly.
- Teach occasional courses and workshops on business related topics.

Marketing and Community Outreach Assistance

- Assist with publicizing trainings, workshops, and MWBC services. Utilize design tools to create promotional collateral as needed.
- Assist the Program Manager with building and maintaining a strong network with organizations in the regional area that supports women and minority entrepreneurs.
- Pursue relationships within the business community as well as other related public and private entities.
- Actively network and promote MWBC services in a public relations capacity using traditional and web-based communication tools.
- Attend and participate in community events and act as a liaison on behalf of the MWBC.

Administration

- Gather and record data as required, including timely and accurate entry into MWBC's CRM database.
- Prepare accurate reports as directed.
- Assist with events as needed.
- Adhere to REDI policies and procedures.

QUALIFICATIONS:

- Bachelor's degree in business, marketing, finance or related field, or an Associate degree plus a minimum of two years' related experience.
- Experience in supporting small business development.
- Familiarity with the State of Maryland business operations and women's business issues.
- 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.
- Part-time, non-benefited position.

APPLICATION:

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

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

2/2023