



Position Description

Title: Senior 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 approximately \$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, MWBC hosts more than 60 training classes and workshops and interacts with more than 1,500 clients annually. Learn more about MWBC at www.marylandwbc.org and REDI at www.rockvilleredi.org.

DUTIES AND RESPONSIBILITIES:

- Serve as a business resource and expert to early- and growth-stage business owners within MWBC’s service areas, primarily Frederick and Montgomery Counties, or as assigned.
- Provide individual one-on-one business counseling advisory services to entrepreneurs and small business owners to support their growth and local economic impact.
- Become embedded in the Frederick County small business community, deepen MWBC’s engagement, and raise awareness of MWBC through programming, events, networking, partnerships, and other activities, including engaging with the Chamber of Commerce and Economic Development Agencies.
- Engage the broader business ecosystem in Frederick to develop partnerships and initiatives that support economic development, with a strong emphasis on strategy and measurable outcomes
- Support the management of cohort-based learning programs, including business pitch competitions.
- Assist with organizing, scheduling, and facilitating a variety of training classes and networking events.
- Accurately collect, record, and maintain client data and metrics as required.
- Meet annual performance goals and metrics.
- Assist with special projects and other duties as assigned.

The primary work location for this role is in downtown Frederick, MD, with occasional meetings in other locations like the MWBC main office in Rockville. Some evening or weekend work may be required.

Business Advisory Services

- Provide professional management and technical assistance counseling to the small businesses in such areas as financial analysis, business planning, marketing strategies, contract procurement, loan packaging, and start-up support.
- Advise small to medium-sized business owners on strategic growth and operational efficiency, leveraging industry best practices and referring clients to other experts as needed.
- Complete GrowthWheel training and become certified in MWBC’s business advisory and CRM system.

Programming and Training Assistance

- Collaborate with colleagues to identify and secure qualified speakers for training sessions and networking events, focusing on relevant and engaging topics.
- Plan and execute in-person training sessions and networking events.
- Gather participant feedback and evaluations to assess the effectiveness of training and networking events and guide future offerings.
- Collaborate with colleagues to oversee programmatic initiatives, including component development, eligibility criteria, and curriculum design, aligned with MWBC's mission and goals.
- Monitor business and financial trends for small entrepreneurs to enhance center offerings.
- Assist with training classes and events, whether virtual or in-person, as required.

Community Engagement

- Build and maintain relationships with diverse stakeholders, including funders, community members, nonprofits, businesses, chambers, and local government officials to enhance outreach activities.
- Represent MWBC and provide event support at local professional, association, and other business events to promote its initiatives.
- Collaborate with MWBC leadership and marketing team to contribute to outreach strategies, ensuring cohesive messaging across all platforms.

Administration

- Collect and accurately enter data into MWBC's CRM database and prepare accurate reports as required.
- Partner with the Managing Director and Program Manager to develop and maintain a network of organizations and referrals supporting women and minority entrepreneurs.
- Adhere to REDI policies and procedures.

QUALIFICATIONS:

- At least 5-7 years of business experience; prior or current business ownership or experience in the entrepreneurial support ecosystem strongly preferred.
- Expertise in at least one of the following areas: financial management, banking, strategy, marketing, sales, or business operations.
- Strong financial acumen with demonstrated experience in budget planning and forecasting.
- Mission-driven, collaborative workstyle, while able to work independently with minimal supervision.
- Proven capability to coach and/or train others with empathy and patience.
- Experience in supporting small businesses, particularly women- and minority-owned desired.
- Existing community ties in Frederick County strongly preferred.
- Demonstrated ability to collaborate with diverse stakeholders and balance competing interests.
- Strong interpersonal, verbal, and written communication skills with strong attention to detail.

COMPENSATION:

- \$65,000 - \$80,000 annually, commensurate with qualifications and experience.
- Paid holidays and annual leave, health care/dental/vision benefits, short-term and long-term disability coverage, life insurance, 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.

Last revised 4/2026