

## **Business Development Coordinator**

### **Position Summary:**

The Business Development Coordinator of the Hispanic Metropolitan Chamber (Hispanic Chamber) is an exempt position accountable to the Executive Director for the delivery of bilingual/bicultural business technical services to Hispanic and other small businesses. The Business Development Coordinator will be responsible for demonstrating and reporting measurable results as evidenced by:

### **The number of:**

- Hispanic and other small businesses assisted through direct one- on-one technical assistance.
- Hispanic and other small businesses assessed to identify business needs
- Loan Packages completed and submitted as loan applications for Hispanic and other small businesses
- Certification applications completed for Hispanic and other small businesses
- Businesses that have increased their business income
- Classes, workshops, and other sessions conducted to educate Hispanic and other small businesses on a variety of business topics such as: “How to start a business”, “How to market your business”, “How to certify your business”, and “How to apply for a loan”.

### **In addition, the Business Development Coordinator will:**

- Conduct outreach to Hispanic and other small businesses at a variety of community events.
- Participate in radio, television and other English and Spanish programming to inform businesses of the Hispanic Chamber’s services
- Collect data for the development of reports required by organizations that contract with the Hispanic Chamber
- Submit required reports to the Executive Director
- Perform other related duties as assigned.

### **Key responsibilities:**

- Outreach to Hispanic and other small businesses
- Delivery of services to Hispanic and other businesses
- Planning with the Executive Director to refine the organization’s delivery of technical business services.

- Maintenance of partnerships and positive relationships with Hispanic chamber members, key contacts in the Hispanic community, public and private sector organizations and other key stakeholders.

**Key skills areas required to provide high quality services:**

- Financial literacy- Budgeting, record keeping, basic accounting concepts, product and project cost analysis, break even analysis
- Preparation of basic financial statements- Prepare and analyze profit and loss and balance sheet
- Cash flow projections
- Pricing strategy and profit analysis
- Loan application- Determine the appropriate loan amount through financial planning, and assist with the loan application

**Required Qualifications:**

- **Experience and Knowledge:** Candidates should have a successful track record of:

- Providing business services in the community
- Working with Hispanic businesses
- Working with the general business community

- **Education:**

Applicants should have a Bachelor of Arts or Science Degree in Business or Finance. **MBA degrees preferred.**

- **Other Qualifications:**

- Understanding of business operations
- Excellent interpersonal, written and oral communication skills in English.
- **Bilingual (Spanish/English) /Bicultural person highly preferred.**
- Demonstrated effectiveness working with diverse people and organizations.
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills.
- A strong sense of personal integrity and professionalism. Candidates' histories must be impeccable in terms of honesty, fairness and overall integrity.

**Salary:** Depending on experience and skill level

(Starting at \$50,000 plus per year)

**Benefits:** - Accrued Time off (Vacation/sick leave) - Health, dental, and vision benefits

Job Type: Full-time

Salary: \$50,000.00 /year