



## **Position Title: WWBC Business Development Consultant**

### **Position Overview:**

This Consultant supports the mission and impact of the Western Women's Business Center (WWBC) by delivering business development coaching and training for entrepreneurs in WNC, including small businesses impacted by COVID-19.

The Consultant reports to the WWBC Director and is responsible for supporting the WWBC in accomplishing department objectives, goals, and guidelines established by the CEO and the Board and maintains a professional and supportive work environment.

We expect this position to require 10-20 hours per week.

### **Consultant Job Duties:**

- Develop and deliver training and one-on-one coaching services to support the needs of entrepreneurs, including those impacted by COVID-19. Training and coaching may include expertise in:
  - Business operations
  - Financial analysis
  - Preparing for a small business loan and/or COVID-19 disaster funding
  - Marketing and branding
  - Small business resilience
- Ensure services meet the needs of both rural and urban entrepreneurs across 24 counties of WNC.
- Discern detailed eligibility and applicability of available funding options for small businesses in a rapidly changing environment
- Implement and utilize a case management system for documenting activities and outcomes of client work, following necessary compliance from funders.
- Remain accountable for meeting performance metrics including businesses served and relevant outcomes including jobs created and retained, business starts, and access to capital.



**Consultant Skills and Qualifications:**

- Relationships with local partners across the 24 county service area including Chambers of Commerce, Small Business Centers, and other local economic development agencies
- Expertise and experience with issues facing entrepreneurs in our region, especially those in small business sectors common for our clients--retail, food manufacturing and restaurants, hospitality and tourism, health and wellness, arts and entertainment, transportation, agriculture
- Ability to deliver engaging and expert services both online and in person
- Bachelor's Degree in business, finance, marketing or a related field.

**To Apply:**

Please submit your resume, cover letter, and desired hourly rate via email to [zaniel@carolinasmallbusiness.org](mailto:zaniel@carolinasmallbusiness.org).