



Job Title: **Small Business Consultant**
Department: Business Development
Program
Reports To: Program Manager, Business
Development

JOB DESCRIPTION

SUMMARY:

Mission Economic Development Agency (MEDA) is a community-based, local economic development organization which, for over 36 years, has engaged individuals and small business in community-building strategies. Our mission is to achieve economic justice for San Francisco's low and moderate income Latino families through asset development.

The Business Development Program (BDP) is the organization's longest standing program. It provides one-on-one business technical assistance and group workshop curriculum in both Spanish and English. MEDA's BDP targets Latino-owned microenterprises and Family Child Care Providers located in San Francisco. MEDA's Business Development Program began its own Microloan Program through a partnership with Opportunity Fund in the summer of 2008.

In collaboration with the business development Team, the Small Business Consultant will be responsible for providing individual business assistance, business training, program and curriculum development and outreach and collaborations and case management.

Duties and Responsibilities:

- Provide one-on-one consulting on various business development topics including but not limited to the following: business assessment; access to capital; business planning; permit & licensing guidance; marketing; financial projections; and referrals to outside agencies for specialized assistance.
- Follow-up with clients on an on-going basis to track impact of services provided.
- Prepare, coordinate and facilitate business-related workshops.
- Develop and update business training curriculum.
- Develop loan packages for business loans.
- Develop and maintain collaboration with other agencies.
- Develop and maintain updated resources for referrals to outside the agency.
- Gather and compile necessary client information and perform data entry into data tracking and evaluation systems.
- Perform program outreach to community agencies, informing them of our services provided.
- Provide support to the Development Team in fundraising efforts, as needed.
- Engage in special projects as they arise.

Qualifications:

- Bachelor's degree in business, finance, economics or other related field
- Experienced business owner and/or consultant with a minimum of 3 years of experience in the field
- Knowledge and experience in quantitative and financial analysis
- Experience with the small business loan application process
- Excellent writing and computer skills, experience in writing business plans
- Excellent verbal communication, presentation skills, and customer service

- Strong organizational skills and the ability to multi-task
- Ability to work well independently as well as in a team environment
- Experience with working with low- to moderate-income entrepreneurs, Professional or personal experience working with communities of color required
- Ability to work in a multi-cultural environment
- Must be available to work outside regular business hours.
- **Must be Fluent in Spanish**

Competitive salary to be negotiated depending on experience. Full benefits are available. For more information please see our website at www.medasf.org.

To apply Email hr@medasf.org or fax your resume to 415.282.3320