

## **Business Advisor Job Description**

A Business Advisor for CEDF serves our borrowers as a liaison to the organization, and as coach and consultant to improve the results of the client businesses while monitoring performance to reduce risk to CEDF.

### **Duties and responsibilities**

#### ***Business Coaching and Consulting***

- Builds rapport with clients to maximize compliance with borrower obligations and openness to acceptance of business advice.
- Investigates, diagnoses or researches business problems and opportunities to identify paths to improved results.
- Coaches clients on matters of leadership, accountability, action planning, idea generation, motivation, implementation, follow up, time management, vision, management of emotional components of business ownership, etc.
- Provides technical consulting on best practices in business management, marketing, accounting/financial controls.
- When urgent, expedient and in the best interest of CEDF due to limitations of client budget, education, abilities, etc., assists with implementation of technical advice in order to reduce borrower risk.
- Summarizes findings and details of meetings for organizational files.

#### ***Borrower Relationship Management***

- Monitors financial condition of clients through review of financial statements and/or dialog about business conditions, sales trends, problems, etc. Reports risks to CEDF management.
- Administers loan draws by clients: executes internal documentation to initiate payments, generates consensus approval with CEDF management, monitors draw deadlines and pay down requirements.
- Monitors and ensures periodic submission of documents by clients to maintain loan covenant compliance: tax returns, financial statements, evidence of insurance, etc.
- Collaborates with asset management dept. as needed to oversee timely payment of loans or fees, and assists with collection of delinquent amounts; provides early intervention regarding client payment issues to reduce chronic problems. Implements special consulting assistance.
- Coordinates interaction with lending department when opportunities for new lending emerge.

### **Qualifications**

- Spanish and English language fluency preferred
- Five or more years of ownership and/or P&L management of a small business or similarly sized business unit or business consulting.
- Extensive knowledge of related management processes, typical administrative procedures, bookkeeping and financial reporting, and sales and marketing approaches.
- Ability to effectively apply personal business experience to a wide variety of industries and situations.
- Ability to quickly and effectively identify problems and devise viable strategies to assist clients to improve business operations.
- Communication skills suited for building effective rapport with a wide variety of personalities and cultural and educational backgrounds.
- Superior time management skills: Schedule and efficiently coordinate monthly meetings with an assigned group of clients
- Ability to use MS Word and Excel and learn use of company's portfolio management program.
- Written communication skills
- Bachelor's degree helpful

### **Working Conditions and Physical Requirements**

- Full time hours
- Suitable transportation and willingness to drive extensively to client locations in communities across the state. 75% or more in-state travel. (Mileage reimbursement provided from Meriden office.)
- Ability to lift at least 25 pounds.

### **Benefits**

- Salary/bonus commensurate with experience.
- Outstanding benefit package including major medical, dental, disability, life and 401(k) with company match.
- Generous PTO/holiday package.
- Congenial small-organization, teamwork environment
- The satisfaction of helping improve the lives of our clients, their families and their communities.