

Women's Business Center of Utah Northern Business & Capital Access Advisor

Job summary:

As a Salt Lake Chamber employee, under the direction of the Women's Business Center of Utah Northern Lead Business Advisor, the business & capital access advisor individually assists and supports Utah women business owners and aspiring entrepreneurs within the fourteen northern counties in order to accomplish WBCUtah's mission to help women build confidence, create opportunities and experience success in business ownership. The advisor is an ambassador for and makes Kiva small business loans an accessible tool for growth, and provides women-focused one-on-one advising and outreach to support women entrepreneurs of underrepresented, refugee and marginalized communities.



Key Responsibilities:

Access to Capital & Outreach 60%

- Manage community partnership, with a focus on Opportunity Zones, consisting of nonprofit and technical advisors, financial institutions, chambers of commerce, and government offices to support underrepresented business owners in the areas of capital access, social impact and economic empowerment
- Help set and accomplish annual loan volume goal and metrics to fuel growth of the WBCUtah client & underrepresented business owners
- Manage local Kiva small business microloan program pipeline and ensure borrowers create and run effective engagement strategies
- In collaboration with the International Rescue Committee (IRC) and other community organizations, serve and support refugee, underrepresented and marginalized entrepreneurs with technical assistance
- Expand client base by overseeing effective digital marketing initiatives and identifying new opportunities to increase applicant pipeline, as well as recruit and onboard community Kiva Trustees

One-On-One Advising 40%

- Provide personalized one-on-one business advising, technical assistance and follow up, without bias
- Accommodate the schedules of working women and mothers by offering offsite, video, phone or after hour appointments, including weekends and evenings; using an online scheduling platform
- Maintain relationships with other resource providers and keep current on industry specific information and technology
- Encourage clients to attend WBCUtah training, specifically Jump-Start, and participate in virtual training, online courses and utilize WBCUtah.org

Data Management

- Utilize several database systems to organize and track Kiva borrowers and WBCUtah clients, and ensure profile information is accurate, complete and up-to-date according to Kiva standards and SBA grant requirements

- Keep accurate counseling records within appropriate database and upload to SBA's federal portal

Team Support

- Help set and accomplish WBCUtah strategic goals and objectives, participate in client recruitment efforts, attend and engage in WBCUtah meetings and retreats and Salt Lake Chambers meetings and occasional events
- Help gather Kiva borrower and WBCUtah client success stories for local, statewide and national promotion
- With cross-training, assist coworkers with responsibilities when needed, including presenting WBCUtah and or community training

Qualifications

The ideal candidate will have the following skills, competencies and experiences, which are essential to being a successful business & capital access advisor.

Required:

- **Attitude:** Positive and cheerful disposition, kind to, helpful and patient with others, high integrity and timely
- **Business Ownership:** Business ownership experience with an understanding of lending/funding, marketing, management and business finance
- **Communication:** Fluently speaks **Spanish and English** with ability to explain in simple terms complex processes to individuals with varying levels of English & technology proficiency
- **Interpersonal Skills:** Ability to provide a helpful one-on-one environment with women, minorities, refugees and those from marginalized communities in a safe, culturally competent and supportive environment; and gets along with others
- **Team Player:** Able to contribute, support, and assist collaboratively in accomplishing goals and objectives in a team environment
- **Organization:** Organized with effective time management skills for short and long-term planning and ability to successfully prioritize tasks with conflicting priorities & deadlines
- **Travel/Availability:** Able to occasionally travel and work evening and/weekends as needed

Preferred:

- **Project Management:** Experience in managing projects, as well as leading and collaborating with groups in a dynamic environment
- **Technology:** Experience or ability to learn database management, team communication platform, video conference and Google Drive & Docs/Sheets
- **Critical Thinking:** Ability to think critically, analyze problems using a variety of perspectives and use creative problem solving
- **Self-motivation:** Has worked independently, without the need for supervision and follow up, with experience in balancing client needs and organizational responsibilities
- **Education:** Bachelor's Degree preferred

Salt Lake Chamber is an equal opportunity employer.