

**MINORITY BUSINESS DEVELOPMENT AGENCY – US DEPT OF COMMERCE
JOB DESCRIPTION**

Position Title: Business Consultants	Reports To: Center Director
FLSA Status: Salary Exempt	Duration: 6 Month Contract with opportunity to extend to permanent role
Date Revised: 03-08-2018	

The Minority Business Development Agency under the US Department of Commerce and the Florida State Minority Supplier Development Council (FSMSDC) is one of the nation’s premier organizations for increasing business opportunities between major buying organizations and certified minority-owned businesses. The MBDA serves as a business resource center to Minority Business Enterprises (MBEs) and provides them with marketing, organizational, financial and growth support and opportunities.

JOB SUMMARY:

MBDA Business Consultants are responsible for providing the services that support the mission of the Minority Business Development Agency Center by providing strategic business consulting and resource referral to rapid-growth-potential minority businesses. The primary focus of the MBDA will be providing services to MBEs with revenues greater than \$500,000 per year.

ESSENTIAL FUNCTIONS:

- Conduct organizational assessments of businesses and implement action plans.
- Develop loan package for local banks, alternative financing entities, and venture capital firms that focus on minority-owned businesses.
- Secure financial transactions for minority-owned businesses.
- Secure procurement opportunities for MBEs
- Conduct assessments of the high-growth capacity of minority-owned businesses.
- Assist MBEs in creating target plans that lead to higher levels of performance and productivity.
- Provide ongoing technical assistance to MBEs.
- Conduct client intake, including initial client assessments, and develop plans of action.
- Perform personalized consulting engagements.
- Identify resources applicable to clients’ needs.
- Enter opportunities into MBDA’s online resource tools.
- Organize group consulting seminars.
- Gather monthly tracking and reporting of performance metrics.
- Provide training for MBEs
- Report monthly tracking and performances metrics.
- Market and recruit clients for the MBDA Business Center
- Advocate on behalf of MBEs

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment. Also, this position deals with confidential and proprietary information that must be kept confidential.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college in business, finance, or related field; Master of Business Administration degree a plus.
- At least three (3) years of progressively more responsible business development experience.
- Hands-on experience developing consulting projects and working with minority-owned businesses strongly preferred.
- Experience in writing or reviewing RFP/RFI/RFQ for government and/or fortune 500 contracts a plus.
- Ability to compile and review financial documents for loan application approval is preferred
- Excellent quantitative and analytical skills.
- Excellent communications (oral and written) skills; writing sample required. Must be computer literate, including experience with accounting software.
- Consulting and experience as a trainer and/or workshop facilitator strongly preferred.
- Highly organized and efficient.
- Able to work independently with minimal supervision.
- Travel required.
- Must be a very positive, innovative, solution-oriented, results-focused professional with an ability to work well with diverse constituencies. Entrepreneurial spirit and great people skills a must!

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.