

Job Description

Position Title: Business Consultant

Job Family: Financial

Job Type: Professional Senior

FLSA Status: Exempt

Salary Grade: 06

Position Summary:

The Business Consultant works at the intersection of business, finance, and law to manage an active portfolio of clients and create measurable economic outcomes, as it relates to business debt and equity capital formation, business revenue increases, and increases in business hiring.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Consults with clients to create business strategies, complete business plans, assist in obtaining access to capital, and restructure commercial debt financing. Specializes in long-term client relationships that create measurable economic impact in revenue growth, capital formation, and new job creation. Provide business consulting to clients in Pima and Santa Cruz Counties.
2. Engages with commercial attorneys, certified public accountants, commercial lenders, risk managers, underwriters, commercial insurance managers, and elected federal, state, and local officials.
3. Drives to achieve high level performance metrics as set by the federal grant. This position is an outward-facing economic development position that moves financial capital to our commercial clients to create business expansion and counsel our clients in business practices that allow for long term business success.
4. Consults with over one hundred small business owners annually to start, grow, and create sustainable companies.
5. Creates strategic and tactical plans in the areas of financial management, operations and process improvement, sales and marketing implementation, federal, state and local procurement certification, and access to capital.
6. Acts as a procurement specialist assisting clients with federal, state and local certifications, bidding on contracts, and SBIR/STTR submissions.
7. Enters documentation of client interactions and supporting evidence of work product to provide full attribution of consulting efforts and economic impacts.
8. Teaches 18-hour curriculum on structuring financial statements, cash flow management, profit and breakeven pricing to small business owners, CFOs, and commercial lenders
9. Maintains strict client confidentiality that meets the federal statute as required by the federal law. Understand that federal confidentiality statute covers electronic, verbal, paper documentation, other

forms of communication, client names, business names, dates of service, and other information that cannot be shared outside the SBDC without written permission from the individual client.

10. Drives a vehicle to client meetings and events in Pima and Santa Cruz Counties, and throughout the state of Arizona, utilizing either a private vehicle or a College Pool Car, when available.
11. Driving or travel is required several times per year. Each trip may be for multiple nights both within Arizona and to other states. Travel may occur outside of the traditional business workweek schedule.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of internal and external customer service principles and practices
4. Knowledge and application of organizational and time management principles
5. Skill in analyzing data and drawing conclusions
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in organization, coordination and management
9. Skill in positive, productive and flexible customer service
10. Skill in problem solving
11. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
12. Ability to apply effective and accurate data entry and typing skills
13. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or in Business Administration, Management, Finance, Accounting, or a closely related field of study required.
 - Master's degree or in Business Administration, Management, Finance, Accounting, or a closely related field of study preferred.
 - Three (3) to Five (5) years of related experience in business consulting or as a business owner involved in daily operations or as a full-charge general manager of a business.
 - Five plus (5+) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- AND
- Ability to drive a vehicle to client meetings and events in Pima and Santa Cruz Counties, and throughout the state of Arizona, utilizing either a private vehicle or a College Pool Car, when available.
 - Ability to drive or travel is required several times per year. Each trip may be for multiple nights both within Arizona and to other states. Travel may occur outside of the traditional business workweek schedule.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours
- Ability to drive a vehicle to client meetings and events in Pima and Santa Cruz Counties, and throughout the state of Arizona, utilizing either a private vehicle or a College Pool Car, when available.
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