North Central Texas College is accepting applications for a **Small Business Development Center Business Advisor: Corinth, Texas; Full Time**

**Summary**

The North Central Texas College Small Business Development Center (NCTC-SBDC) provides counseling, training, and information to small businesses. This program is primarily based in Denton with a service area which includes Cooke, Denton and Montague County. Work includes promoting the program and its services, developing business relationships with business owners and community partnerships, monitoring classes, and providing counseling services. The NCTC-SBDC is a cooperative effort of North Central Texas College and the U.S. Small Business Administration. Continuation of NCTC-SBDC services in contingent upon annual funding from State and Federal resources.

**Education:**

* Minimum of a Bachelor degree in a business discipline and three years of business ownership experience preferred

**Experience:**

* Applicants must have a minimum of three years of related professional experience in any combination of areas: consultant to small business in management or technical skill; staff member within a business or economic development organization; manager or proprietor of a small business; or management and business planning experience in the private sector.
* Three years of experience with SBA loan products and developing cash flow projections for successful loan packages and business operations.
* Applicants should possess and maintain high proficiency in computer technology including Microsoft Word, Excel, PowerPoint, and other industry software.

**Skills & Abilities:**

* Excellent writing and speaking skills required.
* Proficient Knowledge of Microsoft Office – specifically Word and Excel
* Applicants should be able to work and take initiative without close supervision, deal with a wide variety of individuals and organizations and maintain confidentiality.

**Responsibilities & Duties:**

* The advisor serves as a consultant to small business owners in the NCTC-SBDC service area. Duties include helping clients learn how to start a new business, save a failing business, develop comprehensive business and marketing plans, determine capital needs, conduct long and short-term planning, project cash flow, prepare and analyze financial statements, perform market research and feasibility studies, and prepare loan packages.
* The advisor will provide individual counseling for small business owners and managers in areas including business planning, financial management, and marketing.
* The advisor monitors and meets strategic program goals set by the regional office and the U.S. Small Business Administration. Advisors assist the Program Director with the development and implementation of customized instruction through local businesses, banks, Chambers of Commerce, EDC’s, CDC’s, and other interested parties.
* Develop methods of publicizing programs to attract clients and support from the community, business and industry leaders in the service territory. The advisor must possess and maintain current knowledge of research and trends affecting the SBDC and its clients.
* The advisor will utilize the center’s management information system (MIS), review the system for errors and assist in the preparation of quarterly reports using the system. The advisor documents counseling activity as required by the U.S. Small Business Administration “Program Announcement” and the NTSBDC regional office; prepare written success stories quarterly as required by the NTSBDC, attend professional training as required by the NTSBDC and the SBA, and work to gain Certified Business Development Specialist (CSBDS) status as required by the ASBDC.
* The advisor will actively create and maintain relationships with economic development partners and stakeholders in the NCTC-SBDC service area including lenders, loan packagers, CDC’s, EDC’s, Chambers of Commerce and other parties in facilitating economic development projects in the North Texas region.
* The advisor is willing to perform other duties as assigned by the Program Director. The position may involve travel within the three county service territory and attendance of selected night classes offered by the SBDC. Individuals must be a self-starter, exhibit an ability to work with minimal supervision and possess superior problem solving skills.

Subject to criminal background check. Resume, cover letter & unofficial transcripts required in addition to application. This is a grant-funded position. Continued employment is dependent on continued grant funding and grant contract terms. Salary to commensurate with experience. Pay Grade: 110.

**APPLICATIONS MUST BE SUBMITTED ONLINE THROUGH NCTC’s WEBSITE**   
http://employment.nctc.edu/postings/3750

North Central Texas College (“NCTC”) is an equal opportunity employer. NCTC does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, equal pay, or any other legally protected characteristic. NCTC prohibits harassment on the basis of a legally protected characteristic and/or retaliation for reporting a complaint.