

**Position: Business Advisor, Small Business Development Center**

**Job Location: Sacramento, CA**

**Position Type: Full Time**

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity building and access to capital programs for small businesses, new businesses, and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital is host to a Women's Business Center, Procurement Technical Assistance Center, and Sacramento Employment and Training Agency Business Information Center. In January 2022, we will add a new program, The Sacramento Valley Small Business Development Center.

California Capital is seeking a highly motivated, detail oriented, and engaging individual to join our team as a Business Advisor for the California Capital Small Business Development Center (SBDC). SBDC Advisors provide timely, professional, one-on-one technical assistance to small business owners and entrepreneurs on topics including business management, operations, sales, and financing. Business Advisors also provide training workshops and classes to teach a broad audience on business fundamentals or other specialized topics. SBDC Advisors must keep accurate records of counseling activities and work with program staff to coordinate webinars and trainings.

Due to the impacts of COVID-19, this position is temporarily remote, and California Capital will follow all state and local data and guidelines to ensure a safe reopening. Advisors must be able to conduct business remotely and perform counseling through video conferencing and be able to manage work individually while communicating with a team to coordinate service delivery.

**Responsibilities:**

- Provide counseling, training and support to existing and prospective entrepreneurs in developing business plans, financial projections, marketing, record keeping and accounting, financing, management and other areas of small business ownership.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
- Act as a liaison between individual clients and a continuum of business support and financing resources.
- Promote the SBDC Program and small business development in our region
- Document counseling sessions with reports submitted in a timely manner. Maintain pertinent reporting information required by California Capital.
- Participate in completion of quarterly and annual reporting required by U.S. SBA
- Maintain records of civic organization contacts, business contacts and other activities performed in support of the goals of the SBDC.
- Participate in the goal attainment of the SBDC by meeting performance goals and expectations.
- Other duties as assigned by appropriate supervisory personnel.
- Ability to work occasional evenings and weekends, if needed

**Knowledge, Skills and Abilities:**

- Demonstrated knowledge of subject matter and the ability to develop training and communicate effectively to an audience.
- Demonstrated counseling skills such as listening, identifying problems, analyzing alternatives, and developing viable recommendations for business owners seeking assistance.
- Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner.
- Work independently with moderate supervision.
- Maintain knowledge and awareness of practices and standards of various California Capital programs.
- Bilingual candidates are encouraged to apply.

**Minimum Qualifications and Requirements:**

- BA/BS in Business Administration, a related discipline, or equivalent experience is preferred.
- Business ownership experience is highly preferred.
- Proficiency in the use of business software applications e.g. MS Word, Excel, Outlook, and PowerPoint.
- Must be willing to reach out to sponsors, partners and community groups to build awareness and support of California Capital and the SBDC's mission
- Must be willing to attend events and meetings on behalf of California Capital as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Read, comprehend and interpret written materials of moderate to complex difficulty

To be considered for the position, applicants must provide a cover letter, resume and three professional related references with an annotation as to the applicant's relationship with each reference. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

**How to Apply:**

Interested candidates should email a resume with a cover letter to [careers@cacapital.org](mailto:careers@cacapital.org) with "SBDC Advisor" in the subject line.