

Ketchikan Blended with Spruce Root Business Advisor Position Description

Currently Filled: vacant

Date of Job Posting: April 26, 2019, open until filled

Salary Range: \$45,000+ DOE

Status: Full Time Exempt

Benefits: Paid holidays (state & federal), paid time off (15 days per year), ability to work remotely and/or with flexible hours, provided certain regular office hours are posted & kept.

To Apply: Send resume and cover letter to info@ketchikanchamber.com. Send inquiries to info@ketchikanchamber.com. (Due to the nature of the Chamber's business, availability to answer questions by phone is limited; email is the preferred method of inquiry.)

General Duties:

Provide technical assistance to small business owners in Alaska. Areas of advising include, but are not limited to: business plans, sources of financing, marketing, financial proposals, cash flow management and other aspects of business formation, development and expansion. Provide accurate and timely client session notes in authorized SBDC Neoserra database to enable client tracking and reporting. Some travel may be required to assist entrepreneurs in outlying communities.

Recruiting Summary:

The Ketchikan Chamber of Commerce is hiring a Ketchikan Business Advisor. This position must assess client needs during one-on-one business advising sessions and make decisions regarding appropriate required actions to assist the client. Assistance involves many aspects of business formation or on-going business development. Advisor must address the needs professionally and confidentially to best assist client's business development needs through direct assistance or referral to appropriate reference source or program. The Advisor may support spruce root staff in deploying business development workshops. The Advisor will collaborate with AKSBDC as well as Spruce Root staff to meet the metrics identified below.

Knowledge/Skills/Abilities:

Substantive knowledge of business management principles, practices and techniques; financial planning skills; several years of business ownership and/or management. Strong analytical skills to best identify and develop plan for business development with clients. Ability to communicate effectively, both orally and in writing, and to organize and present facts and opinions.

REQUIRED experience:

Three years of business ownership or a minimum of three years small business management experience is required. Business development and financial knowledge is required.

PREFERRED Experience and Typical Education and Training:

Areas of experience preferred:

- Bachelor's degree in business or related field preferred.
- Business consulting/mentoring experience is preferred.
- Experience with business development in rural areas; especially in Southeast Alaska.
- Experience working and/or operating a business in rural Alaska.
- Experience with the banking/finance industry.
- Knowledge of federal, state and local financial and tax regulations relevant to small business.

Spruce Root Goals

- # Triple Bottom Line (TBL) businesses = 3
- # Communities impacted = 4
- # Loan referrals from this position = 9
- \$ Spruce Root Loans resulting from referrals = \$375,000
- # Hours of capacity building events = 20
- % customers satisfied = 90%

SBDC Goals

- Advising Hours = 500
- Long Term Clients = 18
- New Businesses = 9
- Jobs Created = 25
- Capital Infusion = \$1,100,000
- Client Profiles/Success Stories = 4