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Technical Assistance Coordinator

Greater Newark Business Development Consortium, Inc.

GNBDC is a 501(c)(3) organization incorporated in the State of New Jersey in 1983. It provides financial assistance and training to small businesses, businesses owned by women, low-income individuals, and minorities for the purpose of encouraging entrepreneurship within these defined groups in specific regions of the State of NJ. GNBDC's goals are to assist disadvantaged entrepreneurs, start-ups, and existing small businesses in developing successful businesses. GNBDC, with a strong commitment and dedication to assisting small businesses, makes a remarkable contribution to the development of new small businesses and to the expansion of existing businesses by financing needed equipment, inventory, or additional working capital.

Job Description

Provide technical assistance to GNBDC's targeted client base as well as assist in the identification and preparation of the funding requests of prospective applicants to various micro loan programs. Specific duties include: maintenance of and providing information to GNBDC clients and the general public through the GNBDC website as well as email, social networking media, phone, and printed material. The successful candidate will also be responsible for providing training and technical assistance to prospective and existing entrepreneurs under GNBDC activities. Technical assistance will be provided on a one on one basis as well as in workshops and seminars. The TA Coordinator supports the Lending activities by conducting site visits to borrowers, reviewing financial statements, and identifying their technical assistance needs as well as providing loan underwriting assistance. Underwriting activities include: reviewing organizational, financial, and project data provided by loan applicants. The TA Coordinator evaluates business plans of loan applicants; analyzes data to determine the applicant's capacity to assume and repay debt; prepare and present loan application summaries for review by senior management and close and document loans in consultation with appropriate staff members. Other responsibilities include identifying and maintaining relationships with collaborative partners; marketing the services of the GNBDC through: personal contact, outreach as well as calling on prospective and existing clients and maintaining working relationships with them.

Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Bachelors Degree in Business, Finance or a related field, MBA preferred.
- Four or more years of small business counseling and loan underwriting experience
- Excellent analytical, writing and oral presentation skills.
- Proficiency in use of computers and software, especially Word, Excel, Outlook, Access, or similar database management software.
- Literacy in HTML and web-based languages, and popular social networking sites.
- Above average phone and interpersonal skills.
- Entrepreneurial experience is preferred.
- Bilingual English/Spanish skills are a strong plus.

Salary is commensurate with experience. Benefits include health insurance, retirement plan, Flexible Spending Account, 2 weeks annual vacation, and 11 paid holidays.

This position offers a unique opportunity to assume a leadership position that can make a difference in the small business community and offers tremendous professional growth potential.

Submit indications of interest with resume and cover letter to: info@gnbdc.org