

COMMUNITIES Unlimited

Job Description

Position:	Management Consultant
Immediate Supervisor:	Director of Entrepreneurship
Mission Focus:	Entrepreneurship
Location:	Amarillo, TX

Summary of Position

Management Consultants provide direct one-on-one managerial assistance to small businesses located throughout our 7 state target market, with primary emphasis in the region around their office location. The incumbent should be passionate about social and economic justice, possess strong financial and management skills, and be excited to work in a team environment serving entrepreneurs that want to start successful businesses or need help to maintain/expand their current business and need help to overcome barriers to their success including limited credit history, limited access to financial/managerial training or education, and lack access to traditional financing options.

Education/Certification Requirements

Master's degree is required, with strong preference for a MBA or a Masters in Social Entrepreneurship. Must have Master's by May of 2020.

Experience/Skills Requirements

3 years related work experience, business ownership experience preferred; Passionate about social and economic justice; Strong financial and management skills and experience; Excellent facilitation, writing, computer and analysis skill; Ability to work in a team setting. Must be accurate and detail oriented. Proficient in the use of a personal computer including software programs such as Microsoft Word, Excel, Outlook in a Windows environment; and, ability to use video conferencing tools (e.g. Skype, ZOOM, TEAMS) etc. Familiarity with cloud-based systems is a plus.

Must have reliable transportation and be willing to travel throughout CU's target market.

Must provide a valid Driver's License and proof of insurance.

Must provide Authorization to work in the U.S.

Preference given for those currently residing in Amarillo or who have previously resided in Amarillo.

Salary/Benefits

The fixed salary starts at \$50,000

Communities Unlimited offers generous Medical/Dental/Vision benefits with the organization paying the significant majority of the cost. Company paid long-term disability; automatic company 401K contribution once new hires are eligible; 401K match; 11 paid holidays; two weeks paid vacation awarded upon hire (pro-rated based upon date of hire); new hires begin accumulating sick leave immediately upon hire at a rate of 8 hours per month. Communities Unlimited reimburses all employees for travel expenses.

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Summary of Essential Job Duties

- Conduct initial assessment with client to determine the needs, identify any problems and assess the best course of action to assist client in reaching their goals.
- Develop a Scope of Services that clearly outlines the proposed activities, timeline and estimated cost as well as the responsibilities of the client.
- Manage client engagement and communicate immediately any problems to supervisor
- Conduct research (market and industry)
- Connecting client with any other resources both internal (specialized consulting; workshops or training; loans; etc) or external (partners, credit counseling, other)
- Document process, impact and detailed information on each client.
- Travel to client location to conduct assessment and implementation of project. Coordinate travel to minimize trips and work with supervisor to implement virtual strategies when possible.
- Close projects
- Assist Loan Officer as needed in the preparation of loan packages, loan closings, collection of loan data and in loan monitoring.
- Participate in staff meetings and share learnings, success stories and opportunities with the full team.
- Identify new opportunities for funding, partnership development and deal flow
- Manage partner relationships
- Represent Communities Unlimited at conferences and events
- Track time and expenses in a timely manner.
- Document all work.
- Conduct self-evaluation
- Work with supervisor to complete detailed work plans and action plans that are used to manage work and performance.

Tools Used in Job

Computer, internet, smart phone (texting, email, photos, videos, social media, and calls), web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. Use of additional software for project related activities may be required.

Work Environment

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

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Classification

Sedentary (10 pounds – 2 hours)	X
Light (25 pounds – 6 hours)	
Medium (50 pounds – long hours)	
Heavy (100 pounds – long hours)	
Very Heavy (100 pounds – long hours)	

Details of Physical Demands

	<i>Hours/Day</i>	<i>Max Time</i>	<i>Surface</i>
Standing or Walking	1.5	1 hour	Varied
Sitting	6.5	1 hour	Padded Chair

	<i>Weight</i>	<i>Times/day</i>
Lifting (up to 48")	10 lbs	1
Pushing	10 lbs	1
Pulling	10 lbs	1
Carrying	10 lbs	1

Travel Requirements

Average per week for a typical one-year time period	Details
None	Driving to communities for site visits. Overnight travel may be required depending upon location of community.
Minimal (less than 5 hours/week)	
Moderate (6-20 hours/week)	
Extensive (more than 20 hours/week)	

Communication

Indicate % of each required.

Verbal – in person	40%
Verbal – via telephone/video conference	60%
Written	20%
Hearing – in person	40%
Hearing – via telephone/video conference	60%