

# COMMUNITIES Unlimited

## Job Description

<b>Position:</b>	Senior Management Consultant
<b>Immediate Supervisor:</b>	Director of Entrepreneurship
<b>Mission Focus:</b>	Entrepreneurship
<b>Location:</b>	Telecommuter

### 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 central and southern areas of the state. 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 in Business Administration (MBA) or a Master's degree in Social Entrepreneurship, Entrepreneurship or Accounting.

### Experience/Skills Requirements

6 years related work experience is required and business ownership experience is preferred. Excellent facilitation, writing, computer and analysis skills are required.

Preference may be given for candidates with prior experience working with CU's target client base.

Preference may be given for candidates with experience living or working in CU's service area.

### Summary of Essential Job Duties

Work is completed using equipment provided by Communities Unlimited and tools, templates and resources available through cloud-based systems including Microsoft 365 (TEAMS and SharePoint). Other video conferencing tools are used when necessary to support client meetings and webinars.

Consultants job duties include:

- 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.
- Convert Scope of Services to active client engagements.

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- Manage client engagement and communicate immediately any problems to supervisor
- Conduct research (market and industry)
- Connect client with 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.
- 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.
- Track and report 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.

**Must be able to demonstrate eligibility to work in the United States of America.**