

# COMMUNITIES Unlimited

## Job Description

**Position:** Senior Management Consultant  
**Mission Focus:** Entrepreneurship  
**Supervisor:** Director of Entrepreneurship  
**Location:** Telecommuter based in CU's service area.

### 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. Successful incumbents often are passionate about social and economic justice; possess strong financial and management skills; are excited to work in a team environment; and want to serve entrepreneurs desire technical assistance to start a small business or maintain/expand their current business. Our clients often must overcome barriers to their success including limited credit history, limited access to financial/managerial training or education, and lack of 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 be able to demonstrate eligibility to work in the United States of America.

### Experience/Skills Requirements

6 years work experience is required and business ownership experience is preferred.  
2 years of experience working with the Microsoft Office suite of software including some combination of Word, Excel, PowerPoint, Outlook is required.  
Experience with Office 365 cloud-based SharePoint and/or TEAMS is a plus.  
Experience working with Quickbooks is a plus.

Successful consultants have strong financial and management skills; excellent facilitation skills; strong analysis skills with the ability to provide concise, easy to understand written summaries; and the ability to effectively work in a team setting dependent upon virtual communication and collaboration.

Preference may be given for candidates that demonstrate prior experience:

- Working with CU's target client base (e.g. underserved entrepreneurs in communities of color, rural town and/or areas of persistent poverty).
- Living or working in rural communities CU's service area.
- Building relationships with local community leaders that lead to collaborative implementation of economic development activities that result in small business growth and development.

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This is a telecommuter position. Services are delivered virtually. Occasional travel may be required, for example, to attend an annual company staff meeting that may require travel by air, train, or personal vehicle with overnight stays. When business travel is necessary travel expenses are reimbursed according to policy.

## **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.

Consulting duties include, and are not limited to the following.

- 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 (within 1 business day after the Initial Assessment) 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.
- Timely deliver consulting services listed in the Scope of Services, alongside the client.
- Coordinate client travel to minimize trips and implement virtual consulting services, when possible.
- Connect client with other resources both internal (specialized consulting; workshops or training; loans; etc) or external (partners, credit counseling, other)
- Collect, document, and report each client's contact information and other impact information as required.
- Collect, document, video and share stories about our clients as required.

Community outreach duties may include the following.

- Build relationships with community leaders and members of the small business community.
- Educate the community about the tools and resources available through Communities Unlimited to support a variety of economic development initiatives.
- Identify new opportunities for funding, partnerships, or small business development.
- Represent Communities Unlimited at various meetings or events, as approved by your supervisor.

Other duties include, and are not limited to the following.

- Assist other Communities Unlimited team members as required by your supervisor.
- Facilitate training/webinars as needed.
- Supervise associate management consultants, management consultant's or interns, if required.
- Quality control of supervised staff's work product.

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- Track and report time and expenses per policy using CU software.
- Participate in Communities Unlimited staff meetings as required.
- Assist Loan Officer as needed in the preparation of loan packages, loan closings, collection of loan data and in loan monitoring.

## **Tools Used in Job**

Windows-based computer, internet, IOS 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.