



## **IL SBDC at the Joseph Center ® Business Advisor Job Description**

Job Title: Business Advisor  
Department: The Joseph Center ®  
Reports To: Director, IL SBDC at the Joseph Center

### **Job Summary:**

The professional in this position is responsible for achieving a specific number of counseling production hours per month and demonstrating economic impact, which is documented as businesses started and acquired, employees hired and retained, and/or loans and equity investments approved. This person also occasionally conducts Starting A Business in Illinois Workshops and assists with a number of other required Center events, projects and activities including outreach to established businesses, SBA lenders and investors. Specific responsibilities associated with this position include the following essential duties and responsibilities:

### **Essential Duties and Responsibilities:**

- Provides one-on-one consulting to emerging and established entrepreneurs in all areas of business including starting, acquiring, staffing, marketing, growing and / or selling a business and securing business capital. This also includes business, marketing and financial plan preparation.
- Provides one-on-one consulting to inventors to assist them in taking an idea from a concept to a patented product or process, and into the market place, providing professional referrals as appropriate.
- Enters notes, economic impact and other statistical information required in Neoserra as part of the IL SBDC program.
- Writes at least 1 success story every quarter.
- Assists in identifying sources for lending and equity investments.
- Assists in coordinating major events such as the Lenders Forum and the Business Expo.
- Prepares reports as required.
- Contributes viable ideas for improving Center production and economic impact and assists in the implementation of those ideas.
- Other duties as assigned.



### **Education and Experience**

- At least seven (7) years of entrepreneurial or management level corporate experience in a position that involves the business operations and marketing and strategic planning, with budget responsibilities.
- MBA preferred; Bachelor of Arts Degree with strong business experience acceptable.

### **Qualifications and Skills**

- Capable of providing consulting services to clients in a wide range of businesses and industries.
- Working knowledge of the business start-up process in Illinois.
- Working knowledge of potential challenges that sometimes confront start up and established businesses and solutions to those challenges.
- Working knowledge of feasibility, marketing, financial and business plan preparation.
- Knowledge of processes associated with the protection of intellectual property (patents, trademarks and copyrights).
- Stays abreast of developments in business and entrepreneurship.
- Proficient in the use of Microsoft Office Suite applications, including Outlook, Word, Excel and PowerPoint; the ability to quickly learn and integrate new technologies.
- Strong business acumen.
- Strong interpersonal, verbal and written communication skills.