Urban League Empowering Communities



of Greater Oklahoma City, Inc. Changing Lives

**JOB TITLE:** Helping Entrepreneurs Reach Excellence (HERE) Business Advisor

**REPORTS TO:** Helping Entrepreneurs Reach Excellence (HERE) Project Director

**FLSA STATUS:** Vice President of Community Convening and Social Justice

**SALARY:** $40,000‐51,500; some paid benefits

**SEND RESUME TO:** humanresources@urbanleagueok.org

The Urban League of Greater Oklahoma City (ULOKC) is looking for an experienced business advisor to provide business counseling, training, and resource and referral services to underrepresented, small, and aspiring businesses.

**Summary of Position**

The ULOKC’s HERE Business Advisor fosters a strong climate for small business growth by providing in‐depth, confidential, no‐cost business counseling, training, resource, and referral services to underrepresented small businesses and aspiring entrepreneurs in the Oklahoma City metropolitan area.

**Small Business Counseling, Training, and Reporting Requirements**

* Interview and assess client needs.
* Provide counseling or e‐counseling that includes feasibility, financial, regulatory, and operational guidance
* and technical assistance on the various aspects of starting and expanding a successful small business
* including, but not limited to:
* analyzing the specific business and industry data in finance, marketing, management, and operations,
* guiding the development of business plans and financial packages;
* calculating and interpreting historical and projected financial ratios;
* assisting in preparing pro forma cash flow and financial statements;
* troubleshooting to identify problems and areas for improvement;
* guiding expansion to include employment requirements, foreign markets, government contracting,
* and technology commercialization;
* conducting quality‐based assessments;
* providing information on federal, state, and local regulations and programs, and
* guiding loan packaging to pre‐venture, start‐up, or advanced stage existing businesses.
* Develop a resource network to be used in providing referrals to appropriate resources.
* Plan and market training on subjects relevant to small business start‐ups and growth.
* Recruit government, private and public entities, as well as businesses and businesspersons to provide
* mentoring and coaching.
* Evaluate programs’ effectiveness and measure the impact of services provided.
* Ensure timely and accurate counseling data input into the ULOKC’s HERE’s client information management
* system.
* Track and report all participant enrollment and program participation information as required by grantor.
* Meet the annual objectives/goals of the program and the United Way Agency profile.

**Program and Small Business Advocate**:

* Promote the SBC Urban League’s HERE program and advocate for small businesses through presentations to
* communities and entities.
* Develop relationships with key stakeholders including, but not limited to, the SBA District Office, SBDCs,
* financial institutions, chambers of commerce, economic development organizations, trade groups,
* educational institutions, legislators, and government contractors.
* Develop appropriate advertising, promotion, and marketing materials.
* Miscellaneous:
* Attend regional, state, and national meetings and conferences as required.
* Develop and provide specific information, reports, and/or special services as requested or required by the
* SBA or ULOKC.
* Support area, state, and federal research projects concerning small businesses and disseminate results to the
* community.
* And other requirements as directed by the ULOKC’s HERE Project Director.

**PROVEN ABILITIES**

* Interpersonal Skills
* Listening Skills
* Small Business Experience
* Project Management Experience
* Willingness to Learn
* Oral/Written Communications
* Financing/Lending
* Strong analytical and innovative skills
* Finance/ Accounting: Debt & Equity Finance
* Sales and Marketing
* Technology
* Organizational Skills
* Collaboration
* Economic Development
* Multi‐tasking
* Safeguarding program confidentiality

**EDUCATION**

B.A., B.S., or Masters Degree in Business Administration, Public Administration or related field. In lieu of a degree, a

minimum of five (5) years of experience in either business ownership and operations and/or an equivalent combination

of education and experience which demonstrates the knowledge, skills, and abilities necessary for this position may

be accepted.