



JOB DESCRIPTION:	SBDC Business Advisor (Grant Funded)		
DEPARTMENT:	Small Business Development Center		
REPORT TO:	SBDC Director		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	472100	DATE APPROVED:	25-FEB-2022
		DATE MODIFIED:	25-MAY2025

SUMMARY: Responsible for advising and training individuals in activities relating to starting or enhancing the operation of small businesses.

DUTIES:

1. Advise clients in the formation or development of small businesses. Assists with the identification and evaluation of business challenges and opportunities while adhering to the conduct policies of the SBDC program.
2. Provides assistance and guidance to develop commercial financial proposals and projections, business plans and operating plans for marketing, management, and performing research, data compilation, and budget analysis for use in managerial decision making. Develops and implements marketing program plans and coordinating program marketing efforts to enhance awareness and access to the business resources offered by the center.
3. Performs significant outreach activities to engage the community through regular contact with Chambers of Commerce, Economic Development Councils, service clubs, and community organizations and legislators in conjunction with the Director.
4. Helps business owners/managers to develop or improve their business knowledge and skills to effectively manage the operations of their business.
5. Provides confidential, one-on-one relationships, in order to educate, mentor and advise clients in all areas of growing a business.
6. Works independently in a community located SBDC center, yet frequently collaborates with advisors across the state who request assistance on behalf of a client with need for specific expertise.
7. Identifies a range of solutions, discusses the pros and cons of each and explains abstract concepts with real world examples.
8. Writes individual client write-ups or summaries required by contract and other periodic reports.
9. Presents seminars, workshops, and lectures consisting of detailed information on starting or operating a small business.
10. Supports the SBDC and SBDC director in Silver City with traveling to a four-county area for advising, presentations, coordination of meetings, or attending meetings.
11. Develops and maintains constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee, and public interest groups to meet the business needs.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Business or closely related field with 2 years of experience in business development/financial analysis or Bachelor's degree with 5 years of business management or business ownership. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must have comprehensive knowledge and experience of small business operations from every sector of the local business community and provide a full range of business services. Must understand the client's situation, analyze the problems and guide the client in developing a solution

they are willing and able to implement. Knowledge of basic customer service principles, practices, and techniques. Knowledge of entrepreneurship, small business management and operations, financial and accounting principles, methods and standards, marketing, market research, economic development, and legal issues related to business development. Knowledge of policies, practices, and documentation related to lending by financial institutions. Knowledge of and skill in computer spreadsheets and other computer-related technologies needed for the effective management of the Center. Strong interpersonal and communication skills both orally and in writing. Ability to work effectively with a wide range of constituencies within the university and in a diverse community. Strong organizational, time management and problem-solving skills. Ability to foster a cooperative work environment with a commitment to employee development. Ability to develop and present educational programs and/or workshops. Demonstrated organizational skills in planning, directing, and prioritizing multiple and complex assignments and projects. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)