

<b>Job Title</b>	Business Advisor
<b>PVN ID</b>	LA-2406-006310
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	10,000 Small Businesses
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$74,620.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 26, 2024 (Or Until Filled)

## General Description

Goldman Sachs, 10,000 Small Businesses at LaGuardia Community College, is part of a \$750 million investment by Goldman Sachs and The Goldman Sachs Foundation, designed to fuel the growth of small businesses in the United States. By providing entrepreneurs with comprehensive business education, access to capital, and a supportive network, the program aims to foster job creation and economic expansion. After rigorous selection, participants engage in a tailored 3–4-month curriculum delivered by LaGuardia Community College in collaboration with some of the nation's top business schools aimed at practical business enhancements and detailed growth plans.

### Role Description:

Under the guidance of the Education Services Director/Lead Faculty, Business Advisors play a pivotal role in nurturing the success of small business owners enrolled in the program. Each Advisor supports multiple groups, each consisting of five to seven entrepreneurs, guiding them through essential deliverables including a robust growth plan and its presentation.

### Advising and Curriculum Support:

- Conduct individual sessions with business owners (6-8 times per program), utilizing a blend of in-person and virtual meetings to steer business growth and development of their Growth Plans.
- Connects business owners to external Business Support Services (local entrepreneurship ecosystem) as needed.
- Works with business owners to collect, understand, and apply business metrics to support growth.
- Support classroom activities, facilitating group dynamics alongside faculty.
- Ensure entrepreneurs can directly apply learned concepts to enhance their business operations.
- Engage in bi-weekly team meetings aimed at optimizing support for entrepreneurs through collaborative strategies.
- Participate actively in all program modules, clinics, and events to reinforce learning outcomes.
- Lead workshops focusing on financial forecasting, growth planning, and presentation skills.
- Proficient use of technological tools like LivePlan, Basecamp, and Salesforce to manage and track

progress.

- Ability to advise business owners in the construction and presentation of their growth presentations.
- Assists with interviewing program applicants on an as needed basis.

### ***Measurement and Evaluation:***

- Ensures business owners complete Baseline and Graduation diagnostics with 100% validation.
- Collaborate with the Alumni Services Manager/Measurement and Evaluation Coordinator to follow up with program alumni to ensure comprehensive survey participation.

### ***Community Building:***

- Engage in national Business Advisor calls to share best practices, tackle new challenges, and receive program updates.
- Foster relationships with local business support services to enhance the entrepreneurial network and support program recruitment efforts.
- Participate in alumni events, maintaining strong ties with program graduates.
- Other duties as needed to support program success.

### ***Recruitment***

- Actively participate in recruitment events including conferences and trade shows to gather business contacts and foster interest in the 10KSB program.
- Conduct in-person Information sessions and introductory workshops to engage and inform potential applicants about the program's benefits and application process.
- Relay contact details of potential leads and interested candidates to the Director of Outreach, Recruitment, and Partnerships for further engagement.
- Respond to inquiries from prospective participants, providing detailed information about the program and assisting them in understanding the value and opportunities it offers

## **Other Duties**

---

- Other duties as assigned

## **Qualifications**

---

- Bachelor's degree, preferably in business, entrepreneurship, marketing, or related field, is required. Advanced degree welcomed.
- At least five years of experience in advising small businesses, with a solid track record of successful client outcomes.
- Strong understanding of financial forecasting and construction of small business financial statements.
- A team player with demonstrated ability to work collaboratively.
- Excellent communication skills, both written and verbal, with proficiency in Microsoft Office and a willingness to master new software.
- Ability to work a flexible schedule to meet program needs.

- Strong time management, problem-solving, and critical thinking skills