



Job Description

Job Title: Collectives Business Consultant
Department: Business Development Program
Reports To: Business Development Program Manager
Prepared Date: April 2007

SUMMARY:

Mission Economic Development Agency (MEDA) is a community-based economic development organization which, for over 30 years, has worked to support small businesses and increase assets among San Francisco's low income communities. MEDA serves low-income clients, focusing on the Latino and/or Spanish-speaking community. In accomplishing its mission, MEDA is involved in several distinct yet related activities: business technical assistance, homebuyer education and counseling, and land use planning and policy.

The Collectives Business Consultant position is a full-time position, fully funded for one year. Half of the consultant's time will be spent on: developing a collective ownership business model for the Mission District and performing a feasibility analysis on that business model.

The second half of the consultant's time will be spent on providing business development services primarily to small and micro-enterprise, local-serving businesses in San Francisco's Mission & Excelsior districts. This position is part of a team of individuals whose main responsibility is to work with merchants to help them improve their business operations by improving their business systems.

DUTIES AND RESPONSIBILITIES:

Primary Duties and Responsibilities: Collective Ownership

- Research existing collective ownership models
- Identify best practices amongst various collective ownership models
- Develop and propose a collective ownership model for Mission District
- Perform feasibility analysis on proposed collective ownership model
- Based on findings, develop business and long-term plan for collective ownership business

Primary Duties and Responsibilities: General Business Clients

- Identify & determine feasibility for potential business development opportunities
- Provide one-on-one consulting on various business development topics including but not limited to: business planning, marketing assistance, budgeting, development of accounting systems, permitting and licensing
- Follow-up with clients on an on-going basis to track impact of services provided
- Develop loan packages for business loans
- Facilitate business-related workshops
- Gather and compile necessary client information and perform data entry into agency data tracking and evaluation system

Secondary Duties and Responsibilities:

- Perform program outreach to community agencies and neighborhood businesses
- Participate in program development, evaluation and analysis
- Perform curriculum review, when necessary
- Assist in increasing client participation in neighborhood issues
- Develop and maintain relationships with financial institutions and Small Business Lenders
- Provide support to the Development Team in fundraising efforts, as needed
- Engage in special projects as they arise

QUALIFICATIONS:

- Bachelor's degree in business, finance, economics or other related field
- Experience in developing and/or working with collectives a plus
- Knowledge and experience in quantitative and financial analysis
- Experience with the small business loan application process
- Excellent writing and computer skills, experience in writing business plans a plus
- Excellent verbal communication, presentation skills, and customer service
- Strong organizational skills and the ability to multi-task
- Ability to work in a collaborative and/or team environment.
- Experience with working with low- to moderate-income entrepreneurs; professional or personal experience working with communities of color required
- Ability to work in a multi-cultural environment
- Must be available to work outside regular business hours
- Fluency in Spanish preferred

CONTACT:

Send resume and cover letter to:

Email: hr@medasf.org

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