



Jefferson Economic Development Institute  
*...where potential becomes prosperity*



POSITION ANNOUNCEMENT  
**BUSINESS DEVELOPMENT CONSULTANT & QUICKBOOKS EXPERT**

**Title:** Business Development Consultant & QuickBooks Specialist

**Reports to:** WBC Program Director

**Exempt:** No, hourly. .50 FTE (full time equivalency)

Jefferson Economic Development Institute (JEDI) is a nonprofit organization founded in 1995 to increase the economic well-being of rural people and communities through business development and the creation of local wealth. To do that, we offer business services, encouragement and support services to entrepreneurs in the mountains of far Northern California (specifically Siskiyou, Shasta, Trinity and Humboldt Counties).

We believe that small businesses represent the root of the rural revival. In the nearly two decades since we started helping rural entrepreneurs, we've developed a clear understanding of the rural environment and its economic challenges and the needs of micro-business. JEDI provides small business services - classroom training, webinars, one-on-one consulting and workshops - on a variety of topics such as business planning, bookkeeping, marketing, social media, financing and loan referrals and so much more.

In the past 21 years, we have served over 6,700 people, helped start or grow 2,150 businesses, created additional jobs for many, worked in every community in Siskiyou County and brought over \$7.5 million into the county for investment in small business development.

JEDI became host of an SBA Women's Business Center in 2014, enabling us to expand all our services to a four-county region. This five-year designation allows us to hire WBC program director to oversee this exciting program in collaboration with the host director.

**Position's Purpose:**

The Business Development Consultant & QuickBooks Expert is one of the key staff positions involved in providing direct business development services to clients. With a profound respect for the "adventure" of a small business owner in our region of Northern California and the needs of various target groups of entrepreneurs, this position provides quality and heartfelt business

consultation in the areas of general business development, start up, planning and budgeting, financial tools and management, marketing, and referrals to other JEDI team members. JEDI has a team of 4-6 staff members and up to 10 business consultants in support of any clients' business needs. It is also hoped that this position will have experience using QuickBooks (preferably online) for small business owners and is willing or already an Intuit-Certified Instructor.

**Primary duties and responsibilities include:**

**Training and Business Consulting:**

- 1) Provide individual counseling to the Women's Business Center at JEDI clients based on the program priorities for the year and to best accomplish WBC's intended outcomes
- 2) Assist clients to reach their goals and increase their economic self-sufficiency
- 3) Provide counseling in topic areas such as marketing, financial management, setting up QuickBooks, legal issues, buying and valuing a business, production costs, breakeven analysis, cash flow projections, determining profitability, tax planning, preparing loan applications, discussing financing options, etc.
- 4) Seek out information, training, and resources to keep abreast of relevant information for business development
- 5) Coordinate with other staff members to refer programs and get clients the WBC resources they need
- 6) Provide leadership and direction to improve and evolve the WBC's counseling service to better meet the needs of WBC clients
- 7) Design and implement relevant and effective workshops and group-based accountability consulting for clients on financial management related topics

**Reporting and internal administration**

- 8) Document all activity with clients according to established reporting procedures
- 9) Become proficient in the use of Outcome Tracker and enter all your client activity
- 10) Attend bi-weekly staff meetings
- 11) Attend all WBC at JEDI planning meetings, retreats, etc. as requested
- 12) Assist in the development of press releases and client success stories.
- 13) Represent the WBC at JEDI in community Meetings, etc.

**Qualifications:**

- Strong organizational skills
- Exemplary customer service skills
- Highly organized, detail-oriented project management experience required
- Passion for community development and for improving lives in underserved communities
- Pragmatic and customer-oriented project or program manager experience desired
- Intuit Certified QuickBooks User/Trainer
- Tax background
- Business planning background

**Required Knowledge, Skills and Abilities:**

**Knowledge of/Skills:**

1. Personal experience with self-employment and small business ownership/management
2. Certifications or training in business development tools and general business planning and teaching/training
3. Appreciation for community and economic development
4. Appreciation for working with people of all different backgrounds, personal and financial situations, culture, political and religious circumstances
5. Tech Skills and willingness to learn new software including: Microsoft Office, multi-sheet excel spreadsheets with formulas, word, power point, publisher, constant contact, able to assist in lab, social media (Face book posts and/or edits), video conference software (Skype, zoom) Photo and Video editing (a plus)
6. High degree of organization and ability to identify areas to improve

**Ability to:**

1. Timeliness and efficiency in executing tasks and managing schedule.
2. Ability to perform in a remote team environment easily and effortlessly.
3. Communicate effectively with staff management, clients and general public.
4. Work with a diverse group of clients including people with low incomes, women, minorities and communities throughout Siskiyou County.
5. Identify risk, problem-solve and ask for assistance as well as offer solutions.
6. Manage self, take initiative, and be responsible at all times and in the best interest of JEDI.
7. Work effectively both independently and as a part of the team.
8. Listen and learn effectively.
9. Work on computers and learn new software and other tools to stay current with needs of the job.
10. Shift back and forth between two or more activities.
11. Take responsibility for professional and accountable behavior with self, colleagues, and community partners.

**Salary range depends on experience: \$20,000 – 30,000 plus benefits**

**Position Open Until Filled. Expected Start Date: early-Mid September 2018**

*Please do not call the office asking about this position. Please submit your interest with the application requirements below and we will call you!*

**Email the following to [info@e-jedi.org](mailto:info@e-jedi.org):**

1. Cover letter which includes a description of your qualifications as they relate to the position description provided; why you are interested in this position; and highlighted experience that particularly qualifies you for the position.
2. Resume
3. Two professional references



## Women's Business Center at JEDI

Kendra Bainbridge started working with the WBC at JEDI on her business vision in June of 2014. She opened her storefront, Raven Tree, in June 2015. "We've been open 2 years and this May was the best month for sales ever, besides December of 2016".

Kendra was able to rent a storefront and remodel it to match her vision with the \$50,000 financing she received in April 2015. She shares, "JEDI helped me build a business plan, get a loan, get up to speed with Quick Books, and it's ongoing. My business is open and running and I'm still taking classes."

Raven Tree has gone from being owner-operated at start up to now hiring 3 part time employees. "I stumped a lot of people. No one saw my vision. I am more than bird seed. We are everything nature, we are bats, bees, bugs, botany and birds."

As Kendra grows and develops her business she is viewing it in a new context, "Now I'm thinking about taxes and saving. Our business is becoming our family savings plan."



*"I had the dream for 6 years before working with JEDI to open this shop. It is what I dreamed of, and more. But my dream hasn't ended yet."*

### Services

- Free individual business consulting
- Workshops and webinars with strategic info
- Access to capital to start and grow your business
- Business plan development and loan readiness assessments
- Training and market opportunities for artisan crafters and food producers
- Guidance in becoming certified as a women-owned, hub zone, veteran-owner, and/or small business
- Free tax preparation through IRS Volunteer Income Tax Assistance (VITA) program

### **JEDI Celebrates Entrepreneurship and Jobs since 1997!**

*Over 5,000 people served and over  
\$6 million invested*

*Over 1,500 business businesses  
assisted*

*Over 650 new businesses launched*

*Over 750 new jobs for owners and  
others*

*Over 50 businesses received over  
\$1,800,00 financing for growth*

JEDI's mission is to increase the economic well-being of people and communities through business development and local wealth creation.