



Business Development Representative

Part-Time Position

Reports to CEED Lending Manager

Objective: Marketing of Oakland County RLF and identification of engagement of applicants.

Primary Job Responsibilities:

- Conducts personal visits to local groups, community groups and businesses to identify their needs and provide information regarding Oakland County RLF.
- Cooperate and work with resources within the Oakland County One Stop, EDC, BFC, and other areas to cultivate referrals.
- Generates leads for new loan prospects by working with Chambers of Commerce, local communities, business service providers and local, regional, and state development agencies. Participation with these agencies may include attending trade shows and related activities such as targeted marketing programs, one-on-one prospecting.
- Performs follow up via phone, written communication, and personal visits to prospects on a regular basis, to provide continual and high-quality assistance.
- Identify new market opportunities via market research and initiate contact.
- Tracks and monitors client and prospect needs and services provided. Maintains current records of new, pending, and closed prospect files.
- Proactively works to bring potential EDA RLF financing deals by working with lenders, business service providers and business associations to explain and market this product as a financing alternative.
- Conducts seminars, tutorials and programs designed to explain and expand the use of the EDA RLF program and other related opportunities and services.
- Monitors any bulletins/announcements from the EDA and other governing bodies and interprets and implements program regulation changes.
- Attend training and seminars to remain current on any program changes.

Other Responsibilities:

- Attend regular staff meetings
- Attend and assist with Great Lakes WBC signature events
- Other responsibilities as assigned

Desired Skills:

- Possess a bachelor's degree from an accredited college or university with a major in Business Administration, Financing, Public Administration, or a closely related field.
- Have at least three (3) years of full-time professional work experience in the public or private sector in economic development, business development, urban planning, or a related area.
- Strong communication skills
- Previous experience working with small business
- Considerable proficiency with Microsoft Office programs especially Excel, Word and Outlook
- Experience with database programs
- Eye for detail, organizational skills, and ability to work in teams and committees

Application Process:

Submit resume to Kelly Hill at khill@greatlakeswbc.org. No phone calls will be accepted regarding this job posting.

For additional information please reference the website, www.greatlakeswbc.org

