



**JOB POSTING**

<b>JOB TITLE:</b>	Business Development Specialist		
<b>PROJECT:</b>	Economic Opportunity (EO)		
<b>LOCATION:</b>	1607 W. Jefferson St., Boise		
<b>STATUS/HOURS:</b>	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>30</u> Hours per week	<u>75</u> % FTE
<b>FLSA STATUS:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>PAY:</b>	\$18.00 - \$24.00 per hour, DOE		
<b>REPORTS TO:</b>	EO Micro-enterprise & Finance Project Manager		
<b>POSTING DATES:</b>	September 29 – October 18, 2020		

**POSITION SUMMARY:**

Jannus Economic Opportunity (EO) is the only micro-lender of its kind in Idaho. We are seeking an individual that is passionate about serving others, eager to consistently learn, and thrives when successful in helping others achieve their dreams of business ownership.

The EO Business Development Specialist, under general supervision, will serve as the primary point of contact for clients enrolling in micro-enterprise lending and business development with EO. Business development includes helping clients determine the financial viability of business concepts through business planning, and may also include helping business owners prepare loan packages for review by EO and/or mainstream financial institutions. Cornerstone to this work is the ability to build and uphold trusting relationships with community members that have been historically and systemically oppressed, including: immigrants, ethnic and racial minorities, people experiencing homelessness, those that have been justice involved, women and socio-economically depressed families.

The EO Business Development Specialist also provides the necessary technical assistance to help clients launch and sustain a small business. Technical assistance may include helping with establishing business financials, accessing cost of goods sold, market development, as well as referring clients for industry specific support. The EO Business Development Specialist meets individually with clients and serves as a safe and confidential resource as clients build assets through micro-entrepreneurship and engage civically as a small business owner in our community. Regular and timely communication with clients and EO team members is a key component of this role.

The Business Development Specialist is an important member of the Economic Opportunity team. EO is a team of community servants that work in partnership with our clients. We are dedicated to hiring employees that reflect the communities we serve. This position is currently offered at 30 hours per week, with the potential for additional hours pending available funding. It is eligible for Jannus’ benefit package including medical, dental, vision, life insurance, vacation, sick leave and a generous retirement plan. Applications will be accepted through October 18, 2020.

**PROJECT SUMMARY:**

The Office of Refugee Resettlement provides funding for micro lending and technical assistance to refugees. The Small Business Administration provides microloan intermediary lending and technical assistance. Private foundations, banks and community members provide funds for business and personal lending. This position works closely and collaboratively with fellow Economic Opportunity (EO) projects to ensure clients achieve their identified goals. EO leverages microfinance to serve clients holistically in order to achieve success by

every measure of self-sufficiency. Economic Opportunity is a Program of Jannus. Jannus and all our programs provide services in pursuit of and valuing race equity and inclusiveness.

EO's mission is to create wealth equity for individuals and families in the Treasure and Magic Valleys through complimentary programming across five different EO service areas:

- Micro-business development
- Consumer and business lending
- Credit education and coaching
- Refugee Childcare Business Development
- Young women's and men's mentoring programs

#### *OUR VALUES*

- *Equity*
- *Compassion*
- *Creativity*
- *Prosperity*
- *Entrepreneurship*

#### *EO's APPROACH*

- We focus on removing barriers and filling service gaps.
- Our team works collaboratively with each other and with our clients.
- We value creating long-term impact over short-term outcomes.
- EO uses an integrated "cocooning" approach to client success and services.

#### **QUALIFICATION REQUIREMENTS:**

- Must possess a commitment to and passion for serving systemically oppressed populations;
- Personal qualities of integrity, reliability, compassion and desire to connect;
- Experience owning, operating, coaching or consulting with small businesses is required;
- Ability to make sound business analysis and recommendations;
- Successfully self-manages time and deadlines easily on their own;
- Ability to clearly communicate with clients in an empowering, person-first manner;
- Strong verbal and written communication skills;
- Flexible, able to change direction quickly and execute tasks through ambiguity;
- Proficient computer skills using programs such as Microsoft Excel, Word, Outlook, PowerPoint required;
- Exceptional attention to detail;
- Preferred: experience with coaching and/or empowering individuals;
- Must have reliable transportation for outreach and client visits, a valid driver's license and be able to provide a copy of State mandated liability insurance;
- Completion of criminal history background check post offer of employment.

#### **EDUCATION and EXPERIENCE:**

Relevant work experience or Associates degree in related field such as: small business ownership, accounting, banking, relationship management, economic development.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None

#### **WORKING CONDITIONS:**

Works in general, shared office space environment with frequent site visits to client homes and businesses. Regular and predictable attendance is required.

**PHYSICAL REQUIREMENTS:**

Must be able to tolerate heat and cold, and to drive to client and community partner businesses in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Required to lift up to 35 pounds.

**TO APPLY:**

Go to the Jannus Employment page at [www.jannus.org/employment](http://www.jannus.org/employment) and click on the job posting link to be directed to a secure application portal. If you are unable to submit the application through the electronic application process, please contact Jannus Human Resources at 208.336.5533 or [info@jannus.org](mailto:info@jannus.org). Applications will be accepted through October 18, 2020.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.*

**Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer**

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

*Rev 8/9/2017*