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WWBIC is a CDFI organization that has served 72,709 clients since its inception 35 years ago. Since 1987, we have also loaned more than \$107 million to small business borrowers and helped entrepreneurs create and retain 18,027 jobs. In 2022 alone WWBIC closed \$8,511,667 in small business loans, the SBA Payment Protection Program (PPP) (\$2.7 million), and Community Block Development Block Grant (CDBG) forgivable loans (\$240,000) and KIVA loan (\$720,000). We remain central to the small business recovery and restart here in Wisconsin by supporting micro and small businesses in our local communities and throughout the state – those creating jobs and employment while providing needed products and services.

We are currently recruiting for an individual to support our mission in the following capacity.

Small Business Consultant – Appleton, WI

The Small Business Consultant is responsible for the delivery and coordination of WWBIC's business assistance programs. Assess client needs and provide direct business advice and guidance via one-on-one consultation or small group counseling to WWBIC clients, including new and existing loan clients. Monitor each client's progress and document outcomes. Effectively communicate client needs and observations with other team members, working in tandem to develop action plans needed to assist clients. Connect like clients to facilitate networking opportunities. Conduct business site visits. Promote and increase awareness of client businesses.

This position requires a minimum of three to five years of solid work experience required; preferably experience in small business planning, business plan development and review, and/or business counseling. Bachelor's degree or equivalent experience required. Must possess professionalism, ability to multi-task and effectively meet deadlines, as well as strong organizational and communication skills. Must have excellent written and verbal communication skills and computer proficiency. Valid driver's license and proof of liability and property damage insurance on the vehicle used are required as the position will require travel within the state. Occasional evening and weekend hours can be expected. The ability to communicate effectively and work collaboratively with diverse small business owners is preferred.

Salary: \$49,524 - \$61,905

To apply, please email a letter of application, resume & salary requirements to jobs@wwbic.com

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