

SBDC / Community Revitalization Program Coordinator

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Position Description

The SBDC and Community Revitalization (CR) Coordinator at the Northwest Minnesota Foundation will play a dual role in fostering community revitalization by supporting the Small Business Development Center and the Community Revitalization department. This position assists the SBDC Regional Director in administrative, financial, and reporting tasks while engaging in community development efforts, including triaging incoming loan inquiries and loan file management.

Duties & Responsibilities

- You will assist the SBDC Regional Director in creating reports for internal and external contacts, ensuring accuracy and clarity. Reports will encompass client data, consultant entries, program usage, and more. You will also be responsible for preparing quarterly and annual financial reports for funding sources.
- You will assist the SBDC Regional Director in managing the program's budget. You will track and report on budgets to ensure alignment with SBDC's goals and requirements of various funding sources. You will assist the SBDC Regional Director in the management of the SBA Technical Assistance grant and the associated reporting.

Job Details

Industry

Community Foundation

Employment Type

Full-Time

Employment Status

Non-Exempt

Job Functions

Public Coordination

Direct Reports

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Position Reports To

SBDC Regional Director

Career Pathway

A200

- You will oversee the Neoserra client management system, handling tasks such as enrolling clients, tracking, monitoring, reporting, and managing client/consultant entries. You will be responsible for assigning new clients to consultants.
- You will attend meetings and conferences locally and nationally, as needed.
- You will be the first and primary contact for entrepreneurs and small business owners looking for information regarding NMF's loan programs and resources, requiring knowledge of NMF's loan programs. You will collaborate with the loan officers to provide detailed guidance to loan applicants throughout the loan application process. Using your customer service skills, you will identify the needs of a small business and refer small businesses and entrepreneurs to the SBDC as appropriate and assist them in enrolling for SBDC services.
- You will oversee enrollment, usage, and reporting for the Initiate Prosperity online learning platform. You will lead the marketing efforts to increase enrollment in Initiate Prosperity. You will work directly with pre- and post-loan clients to increase their usage of Initiate Prosperity.
- You will create and distribute the monthly B3 newsletter by gathering content ideas, collaborating with the CR staff, and following the NMF branding requirements.
- You will prepare loan documents, demonstrating an understanding of the credit memo, collateral, loan terms, etc., to ensure accurate loan agreements, promissory notes, security agreements, and other legally binding contracts with borrowers. You will also prepare related loan documents, such as loan amendments.
- You will maintain the physical and digital loan files, auditing them for compliance, ensuring loan collateral and insurance documentation, and processing paid-in-full loans.
- You are responsible for all other duties as assigned.

What success looks like:

- You will be able to communicate verbally and in writing in a clear and concise manner to help NMF and its clients reach their goals.
- You are a person that engages clients and stakeholders with courtesy, professionalism, and a commitment to helping them succeed.
- You ensure accurate and organized record-keeping across multiple systems and formats. Produce reports to comply with funder and program requirements.
- You maintain meticulous standards in reporting, budget tracking, and client data management.
- The Northwest Minnesota Foundation is committed to growing a fair and equitable workplace that reflects the communities we serve. You embrace opportunities to grow your skills to strengthen Diversity, Equity, and Inclusion (DEI) within the Foundation and the region.

Obligations

Ownership of:

- Creating financial and client reports.
- File management, both physical and electronic.
- Data utilized in the MNSBDC relationship software system (Neoserra).
- Initiate Prosperity online technical assistance learning platform.

Will collaborate in:

- Reaching the regional SBDC annual goals.

- Onboarding new SBDC clients.
- The successful management and implementation of the NWSBDC program.
- Community Revitalization team support.

Qualifications

Required:

- Associate degree (A.A.) from two-year college or technical school or higher educational achievement.
- Two years of relevant work experience in business-related or community development fields.
- Ability to understand and create financial reports.
- Technical proficiency in data systems, Excel, and CRM platforms.

Preferred:

- Bachelor's degree in business, economic development, or a related field.
- Strong organizational and project management skills, with an eye for detail and accuracy.
- Knowledgeable about NMF's loan programs and the Small Business Administration (SBA) initiatives.
- Excellent communication skills, able to engage and influence community stakeholders effectively.
- A passion for community revitalization and economic development.
- Passion for the mission of the Northwest Minnesota Foundation

Job Information

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.

- This position offers a competitive salary (minimum \$47,926 to a maximum of \$70,479), commensurate with experience and qualifications.
- The primary location for this position may be a remote home office located in the twelve counties, or two tribal nations served by the Foundation. A successful individual in this position will spend adequate time in person at our Bemidji offices to foster collaboration and effective team building.
- This position will require travel locally, regionally, state-wide, and potentially nationally.