



POSITION: Small Business Analyst

STATUS: Full-time, Exempt

LOCATION: Detroit/Hybrid

REPORTS TO: Technical Assistance Manager

DUTIES/RESPONSIBILITIES:

This position will work with existing MWF loan clients and loan applicants to achieve financial success in their business through a structured and reasonable approach to business profitability and growth. This position requires experience in business operations and a solid understanding of business finance. This position demands an analytical mindset, attention to detail, and effective communication to assess and present reasonable financial and operational projections to inexperienced or struggling entrepreneurs.

ESSENTIAL JOB FUNCTIONS:

- Identifies opportunities for technical assistance support for clients post loan and provide needed services and recommendations based on progress of the business.
- Provides ongoing post loan support at least quarterly to entrepreneurs who are identified as needing continued assistance in their business development goals.
- Analyzes quarterly financial data of loan clients to identify trends, variances and opportunities for improvement.
- Recommends approaches for business growth to loan clients, including identifying metrics and targets required to drive business revenue, risk mitigation tactics, and strategies to support the entrepreneur's financial success.
- Assists loan clients in updating business projections when the businesses are not meeting initial projections and are struggling to make loan repayments.
- Offers business strategies to loan clients and makes a risk assessment as to the success of the business in its ability to repay MWF's loans.
- Delivers services via one-on-one consultations, in-person workshops, courses, or scheduled webinars that will enable entrepreneurs to build their business capacity and operate effectively.
- Monitors the progress of the individualized technical assistance goals created with the client and collaborate on decisions necessary to drive financial wellness.
- As needed, refers entrepreneurs to partner organizations that provide accounting services, legal guidance, and marketing services.
- Goes the "extra mile" to build trust relationships and deliver an outstanding customer experience.
- Performs other duties as assigned

EDUCATION AND PREFERRED QUALIFICATIONS:

- Undergraduate degree in Finance, entrepreneurship, or related fields
- Minimum of five years of experience in a finance role or small business operations
- Proven experience in business coaching, business consulting, or entrepreneurship
- Experience as an entrepreneur preferred or possess an entrepreneurial mindset with a passion for supporting and empowering small business owners to achieve their goals
- Solid understanding of financial analysis, financial evaluation and financial projections
- Strong analytical and problem-solving skills with compassion to work with micro enterprise clients.
- Strong attention to detail, goal-oriented
- Commitment to excellent customer service
- Excellent written and verbal communications abilities
- Ability to prioritize and manage multiple responsibilities

COMPENSATION:

Salary will be commensurate with the skills and experience of the selected candidate.

WORK ENVIRONMENT/CONDITIONS:

The position may require some irregular hours, such as overnight, weekends, overtime, etc.

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