

Business Development Partner

Summary

Columbia Economic Development Corporation (CEDC), is seeking a Business Development Partner to join our in-house team in Hudson, NY. CEDC's mission is to strengthen the area's tax base through economic development and job creation, to assist businesses to locate and expand within Columbia County, and promote the county as a premier spot for both business investment and personal opportunity. The Business Development Partner would assist the Business Development Director administer the SBA and CEDC loan program.

Education/Experience Requirement:

Bachelor's degree in public administration, business administration, finance, marketing, planning or related field. Relevant professional-level experience in project development, research, database management, commercial lending, business assistance or related experience.

Responsibilities

The Business Development Partner will be responsible for assisting and supporting the Business Development Director with CEDC's Microbusiness Program. Responsibilities include, but are not limited to:

- Promote the Microbusiness programs to prospective clients, organizations and business professionals.
- Assist with the Microloan program by: Facilitating the development of business/marketing plans, perform loan underwriting, oversee the preparation and execution of loan documents. Using loan management software, update the loan portfolio and run reports as needed.
- Prepare financial report for submission to the US Small Business Administration monthly and quarterly.
- Monitor the progress of the Microbusiness and Microloan clients, and intervene if necessary.
- Assist with the preparation of grant applications and administration, conduct financial analysis of projects, report on activities to President & CEO, CEDC Board, local officials.

Qualifications

- Exceptional communication skills (written and verbal)
- Experience using Microsoft Outlook, Word, Excel, and Zoom
- Detail-oriented and well organized
- Ability to work independently as well as part of the team

Application Procedures

Submit a Cover Letter and Resume/Bio to: **Lisa Drahushuk - ldrahus@columbiaedc.com** by July 29th.

Columbia Economic Development Corporation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws. In addition, Columbia Economic Development Corporation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.