

## Business Development Specialist

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### Summary

Columbia Economic Development Corporation (CEDC), is seeking a Business Development Associate 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. CEDC administers a SBA loan program, providing funding to local small businesses and works collaboratively with area partners such as the Columbia county Chamber of Commerce, Columbia-Greene Community College, and may others.

### Responsibilities

The Business Development Specialist will assist the Business Development Director administer the CEDC Microbusiness programs, which includes supporting local businesses with loans, counseling and business training. Responsibilities include, but are not limited to:

- Perform loan underwriting, oversee the preparation and execution of loan documents.
- Update loan portfolio and run reports using a loan management software.
- Meet with business owners and entrepreneurs to promote programs and assist in business growth or expansion.
- 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.
- Highlight client successes and new CEDC programs by drafting website and social media content.
- Coordinate with CEDC staff, board of directors, and technical assistance providers on the implementation and administration of CEDC Microbusiness programs.
- Assist with the preparation of grant applications and administration, conduct financial analysis of projects, report on activities to President & CEO, CEDC Board, local officials.
- Participate in US Small Business Administration training programs.

### Required:

- Bachelor's degree or equivalent combination of education, training or experience.
- 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

**Salary Range:** \$55,000-\$60,000

### Application Procedures

Submit a Cover Letter and Resume/Bio to: **Lisa Drahushuk - [ldrahus@columbiaedc.com](mailto:ldrahus@columbiaedc.com)** by September 30<sup>th</sup>

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*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.*