



Affiliated Tribes of Northwest Indians Economic Development Corporation

Position Description

Position Title:	Small Business Development Specialist
Location:	ATNI-EDC Office in Portland, Oregon (not a remote position)
Salary:	\$47,000 – 53,000 per year, based on experience
Posting Date:	November 12, 2021
Closing Date:	November 29, 2021

Organization Overview

The **Affiliated Tribes of Northwest Indians Economic Development Corporation** (ATNI-EDC) is a nonprofit organization that provides financial and technical assistance to ATNI Member Tribes in the priority areas of community and economic development to each of the fifty-seven ATNI Member Tribes in the Pacific Northwest that includes all of the Tribes in Oregon, Washington, and Idaho, as well as Tribes in Northern California, Nevada, Montana, and Alaska. As one of its tools, ATNI-EDC operates a Revolving Loan Fund that aims to increase access to capital for Native American communities and entrepreneurs. ATNI-EDC first began lending in 2000 and became a certified Community Development Financial Institution (CDFI) in 2002.

Position Overview

This position is responsible for supporting the survival and success of Native-owned businesses. This position offers an excellent opportunity to work hands-on with a historically marginalized population and technical assistance to emerging and established Native entrepreneurs that require support, especially those that have been compromised by the Covid-19 pandemic.

Essential Duties

- ***Provides concierge-level Technical Assistance (directly or through referrals) to Native-owned small businesses in the ATNI Region.***
- ***Serves as liaison between small businesses and technical service providers.***
- ***Supports and grows the Northwest Native Lending Network.***

Job Duties

- Works with ATNI-EDC to identify and reach out to Native-owned businesses operating in the ATNI region to understand and document hardships, especially as associated with COVID-19, and provide solutions.
- Consults with and provides concierge-level technical assistance to Native-owned small business in need, either directly or through referrals. Works independently and collaboratively with the Executive Director and Loan Officer to ensure technical assistance needs are addressed sufficiently.
- Coordinates, develops, and delivers on-line and in-person trainings to small businesses
- Coordinates and strengthens, with ATNI-EDC lending team, a strong, technical assistance intake process that includes an assessment of clients' training and TA needs and client training/TA plan.
- Maintains statistical and impact data for client training and technical assistance services provided by ATNI-EDC and provides summary reports to the Executive Director monthly and upon request.

- Develops relationships and compiles a provider database of existing small business technical assistance providers that serves tribal areas, including but not limited to SBDCs, Chambers of Commerce, Economic Development Districts, Tribal lending programs, TERO's, and CDFI's.
- Identifies and resolves gaps in the provider database
- Provides programming support.
- Develops and maintains positive relationships with key staff and leadership of ATNI member Tribes, particularly Economic Development officers, planners, and tribal loan operators.
- Develops and maintains positive relationships with lenders, special COVID-19 resources, and technical assistance providers to strengthen and advance technical assistance activities and build and maintain technical assistance programming.
- Serves as the point-person to advance programming and initiatives of the Northwest Native Lending Network (NNLN).
- Understand market trends and identify market opportunities to grow existing and emerging Native-owned businesses.
- Supports the Loan Officer in client relations and maintains a seamless bridge between lending and training/TA services.
- Performs additional duties such as administrative activities, reporting, and development activities.
- Other duties as assigned

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Ability to convey complex issues clearly, completely, and concisely both verbally and written to a broad and diverse audience. Ability to work independently and collaboratively in a team environment with a spirit of cooperation. Respectfully takes direction from manager.

Education & Experience

Must have a minimum of three years' experience in delivering business development services and/or training, or *equivalent combination of education and experience*. Bachelor's Degree from four-year college or university in business administration, finance, communications, marketing, or a related field desired. Must have general knowledge of Pacific Northwest based Tribes and a working understanding of Tribal governments, cultures, customs, and histories. Experience running a small business or business coaching/mentorship is desired. Experience working with ATNI and/or ATNI Tribes is desired.

Certificates, Licenses and/or Registrations

This position requires a valid Driver's License and insurance. A certificate in Economic Development or Business Advising or related field is desired.

To Apply:

Please send a cover letter (1-page maximum), resume or CV, and a list of three professional references. Your cover letter should clearly explain how your skills, experience, and interests fit this position.

By email: Send to info@atniedc.com with the subject line of "***Application for Small Business Development Specialist***" by end-of-close business on the day of the application deadline listed above. It is preferable that you send your documents as a single pdf.

By mail: Send to: Casey Pearlman, ATNI-EDC, PO Box 66592, Portland Oregon 97290. Envelope must be postmarked *TWO DAYS PRIOR* to the application deadline listed above. If you are sending your application by mail, please inform us by email (info@atniedc.com) or by phone (503.206.8754).

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.