



POSITION DESCRIPTION

Business Development Specialist—Iowa

Organization

Founded in 1991, First Children's Finance (FCF) is a national nonprofit organization dedicated to the business side of child care and early education. First Children's Finance works to stabilize, improve and expand quality child care and preschool programs, especially those serving low- and moderate-income families. First Children's Finance and its Iowa staff members have assisted hundreds of early care and education programs with direct consulting services, business training, access to capital through small loans, and community facilitation to help build the supply of quality early care and education. For more information see our website at www.FirstChildrensFinance.org

Mission Statement

First Children's Finance helps children learn and thrive by forging partnerships that bring economic power and viability to the business of child care.

Position Purpose

The Business Development Specialist, supervised by the Regional Director, provides financial and general business consulting and training for child care and preschool businesses (home-based and center-based); leads and coordinates community-based projects in support of increasing the supply, sustainability and quality of early care and education; supports FCF's fund development activities; supports FCF's relationships with a diversity of stakeholders, partners and constituents throughout the state; and works with FCF staff to promote and ensure the effectiveness of our core programs including: business consulting, community consulting, training, business development cohorts, and loans.

The Iowa BDS position will work with clients and communities throughout the State of Iowa. Time in the branch office in Urbandale, travel and telecommuting may vary depending on assignments.

Duties and Responsibilities

- Work with the FCF Regional Director to professionally represent and promote FCF's mission and role as a state and national leader on the business side of early care and education.
- Plan, develop, coordinate, promote, conduct, and assist with FCF's core program areas of training, consulting, community consulting, loans, and business development cohorts.
- Conduct and/or assist with child care market research and report findings.
- Accurately enter and manage time reports and client/partner/funder data.
- Assist in FCF's fund development; including grant-writing, proposal-writing, prospect research and contracts management.
- Perform other duties as assigned.

Required Education

A bachelor's degree or higher in business, finance, community and regional planning, community or economic development, management, public administration; or a bachelor's degree or higher in a related field with at least 3 years of experience in a similar position.

Required Knowledge and Skills

- Business and nonprofit structures, policies and best practices
- Excellent written and oral communications
- Microsoft Word, Excel and PowerPoint
- Math and mathematical reasoning

Desired Experience

- Consulting with child care, small businesses, nonprofits and/or schools
- Working with diverse populations in a professional setting
- Conducting trainings or public speaking
- Working directly on community or economic planning projects
- Carrying out communications or public relations responsibilities
- Promoting private sector engagement
- Working in a significant partnership or collaboration role
- Conducting market and financial feasibility studies
- Writing and/or helping others to write business and strategic plans
- Work with business financing
- Community consulting or facilitation
- Financial planning including budgets and forecasts
- Successful track record with fundraising, grant writing or other project financing
- Work with early care and education in a professional setting

Required Abilities:

- Provide effective business consulting and training for early care and education businesses
- Read, interpret, and analyze financial statements
- Develop and manage budgets
- Visualize, observe, interpret, think strategically, plan, implement, problem-solve
- Facilitate a large group
- Work collaboratively with diverse staff, customers, partners and stakeholders
- Work with a minimum supervision
- Travel, work in rural and urban areas, and work occasionally on evenings and weekends
- Perform detailed work under changing deadlines and on multiple concurrent projects
- Maintain confidentiality of sensitive business data and information

Desired Attributes

- Creative and collaborative
- A team player, partner, and networker
- Energetic, enthusiastic, with a can-do attitude
- A systems thinker, able to maintain a big-picture focus while attending to detail
- Open to learning and accepting constructive feedback
- Organized, self-starter, multi-tasker

Reports To: FCF Regional Director—Iowa

Status: Full-Time, Exempt

Salary and Benefits: Salary is competitive with nonprofit business development specialist salaries for comparable organizations in Iowa and other FCF offices. Benefits include medical, dental, life, and disability insurance; holidays and paid time off.

To Apply: Attach your cover letter and résumé to a single email and send to: FCFAccounting@FirstChildrensFinance.org. Put “Iowa BDS Application” in the subject line. Include full name, phone number, email and address on the cover letter.

Application Deadline: December 22nd, 2017, or until filled