**Contractor Opportunity**

***Business Advisor (to support services in NJ region, could also include services in NY)***Expected Service Hours: 40 hours per month.

Rate range: $35.00 - $45.00/hour, dependent on experience level.

Expected start date: On or after 6/1/23.

Hybrid format: In-person and remote work.  
Veterans, services members, and military spouses are strongly encouraged to apply.

Background:

The McNulty Veteran Business Center (MVBC) helps veterans, service members and military spouses, start new or expand existing businesses. We are their critical partner allowing them to convert ideas into viable businesses and steward them throughout the process. The MVBC serves as host organization for one of 28 Veterans Business Outreach Centers (VBOC) nationwide. This U.S. Small Business Administration (SBA) funded grant program has trained and counseled thousands of veterans in business. Our territory covers New York, New Jersey, Puerto Rico, and US Virgin Islands. Support is provided through counseling services, business planning, training classes and opportunities like *Boots to Business (B2B)* and *Boots to Business Reboot (B2BR)*, connection to mentors, access to market research, application assistance for Federal and state contracting certification programs, resource referrals.

We are seeking to hire a Business Advisor to provide counseling and training for veterans, military spouses and service members in business principles and specific areas of business management. Coverage area for this opportunity is primarily for New Jersey, and may include events within New York, if needed.

**Description of Services:**

* Advise veterans, military spouses and service members in business principles and specific areas of business management. Guidance includes assisting these clients with business planning, accounting, market research, sources of capital, servicing the disabled, and veteran owned small business certifications, human resource issues and other areas to increase business viability.
* Work with VBOC Director to learn and teach B2B & B2BR curriculum/modules.
* Instruct and coach start up enterprises whose business knowledge is in early-stage development, as well as established businesses in addressing their changing business management needs.
* Conduct seminars to include business planning, marketing, and financing.
* Attend exhibits, vending fairs, seminars related to veteran small business activities and network with veteran organizations to assist in marketing and increase awareness of VBOC program, as needed.
* Conduct one-on-one counseling meetings or phone consultations to assist clients with business management, fiscal management, planning skills and marketing, including assistance with business plans, cash flow statements, and other business materials.
* Refer clients to SBA Resource Partners as needed.
* Assist with SDVOSB and VOSB certifications.
* Record client information to track intake and counseling, for generating narrative and statistical reports on client activities and progress and provide report with monthly invoice.
* Assist companies to improve sales management processes, advise on financial accounting and reporting procedures, or identify sources of capital for client specific needs.
* Maintain own schedule to meet the demands of the program.
* Any additional services would be discussed with Service Provider on an as-needed basis.

**Travel**

* Pre-authorization for travel is required. Travel budget limit to be established per contract.
* Make travel arrangements with assistance from VBOC office as required.
* Maintain receipts for all approved and reimbursable VBOC-related travel expenses.
* Refer to MVBC/VBOC travel policies for travel expense/reporting guidelines.

**Required Education/ Experience**

* Associate degree from an accredited college or university and/or six (6) years of experience in business management counseling/advising is preferred.
* Must be able to work effectively in a collaboration oriented and diverse workplace.
* Must be flexible, adaptable, and able to manage multiple priorities.
* Must understand and be committed to the mission, vision, values goals of the Small Business Administration VBOC program.
* Knowledge of veteran related programs and associations.

**Desired Experience, Skills, Abilities**

* Direct work experience with small businesses.
* Experience in establishing economic development, community, and business relationships.
* Proficiency in standard software programs, especially business accounting and spreadsheet. applications, word processing and presentation software.
* Excellent oral and written communication skills.
* Excellent customer service and interpersonal skills.

\*Special Instructions Summary: This is a grant-funded position which is contingent upon renewal of grant funding for its continuation. Pre-authorized travel may be required, arrangements to be coordinated with VBOC office. Travel policies for expense/reporting guidelines will be provided.

**If you’re interested, please send an email expressing interest and a resume to:**

Kathy Caruso, [kcaruso@mcnultycenter.org](mailto:kcaruso@mcnultycenter.org)