



**Position:** Small Business Consultant - Northeast Minnesota Small Business Development Center

**Primary Location:** Duluth, MN

**Hours:** Up to 120 hours per month

The [Northeast Minnesota Small Business Development Center](#) is seeking to contract with a Small Business Consultant who will assist business owners/managers and aspiring entrepreneurs to successfully start, manage, and grow their businesses. The Consultant will dedicate 100% of their time to direct client work which includes preparation time, consulting, and documenting services and outcomes.

#### Specific Duties

- Provide direct client consulting assistance.
- Perform preliminary screening of new ventures and expansion proposals.
- Evaluate new venture (start-up) and business expansion plans.
- Evaluate and assist with preparation of clients' business plans.
- Prepare business loan packaging, financial analysis, and marketing plans using MN SBDC tools.
- Maintain client files including required MN SBDC records.
- Maintain required client reporting in designated database system (Neoserra).
- Research and develop materials necessary for client needs.
- Represent and promote the regional SBDC and the MN SBDC network.

#### Preferred Qualifications

- At least three years of relevant business experience.
- Experience in business management and/or financial business analysis.
- B.A. or B.S. degree in business, economics, accounting, or related field.
- Excellent communication skills, strong analytical ability.
- Meet the [ASBDC/MN SBDC core competencies](#).

**Compensation:** Commensurate with experience.

**Contact Information:** Submit resume and cover letter "Attn. Julie Weisgerber" to [julie@northlandfdn.org](mailto:julie@northlandfdn.org) or mail to:

Northland Foundation  
Attn: Julie Weisgerber  
202 West Superior Street, #610  
Duluth, MN 55802

The [Northland Foundation](#) is a regional foundation serving the seven-county region of northeastern Minnesota and is host of the Northeast Minnesota Small Business Development Center (NE MN SBDC). The NE MN SBDC operates under the Minnesota Small Business Development Center (SBDC) Network. The SBDC is a program sponsored by the U.S. Small Business Administration ([SBA](#)), Minnesota Department of Employment and Economic Development ([DEED](#)), and sponsoring host organizations and partners. The [Minnesota SBDC](#) is part of a nationwide network of SBDC offices organized as the Association of SBDCs (ASBDC) known as America's SBDC. The primary mission of the Minnesota SBDC is to support economic development in the state by providing technical assistance (professional business consultation and education) in the start-up, successful operation, and expansion of small businesses within the state's small business community. Northeast Minnesota Small Business Development Center is funded in part through a Cooperative Agreement with the U.S. Small Business Administration, Minnesota Department of Employment and Economic Development and regional support partners. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the program sponsors. Programs are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. **Northland Foundation is an equal opportunity employer, lender, and provider.**