



Position: Business Development Officer
Reports to: Director of Lending & Consulting
Department: Business Development
Location: San Francisco, California
Position type: Full-time, Non-exempt
Start Date: To Be Determined

Working Solutions (www.workingsolutions.org) is a certified, nonprofit Community Development Financial Institution (CDFI) that supports San Francisco Bay Area entrepreneurs – with a focus on lower-income individuals, women, and entrepreneurs of color – to start and grow thriving local businesses. Working Solutions is the *First to Believe* in start-up and early-stage businesses by providing diverse entrepreneurs with affordable capital, customized business consulting, and community connections to increase economic opportunity in the San Francisco Bay Area. We make loans from \$5,000 up to \$50,000 and provide up to five years of post-loan business consulting. Working Solutions has invested over \$22 million in loans and grants in local small businesses, and we have educated thousands of entrepreneurs, resulting in more than 4,000 local jobs. Working Solutions has a growing team of 14 full-time employees with headquarters in San Francisco and a satellite office in Oakland.

Position Overview

We have an awesome opportunity for a Business Development Officer to join our team. The Business Development (BD) Officer will be responsible for generating leads in all nine Bay Area counties: San Francisco, Alameda, Contra Costa, Solano, San Mateo, Santa Clara, Marin, Sonoma, and Napa. The BD Officer will be responsible for generating new referral sources, growing existing partnerships, and attending approved community events for the purpose of lead generation and partnership development for continued lead generation. The Business Development Officer serves as a liaison to our priority communities. BD Officers are change agents passionate about ensuring that small businesses across our community have access to safe and affordable capital.

Key Duties

- Generate leads and nurture applications to complete submission.
- Cultivate lead-generating partners.
- Process incoming loan inquiries.
- Attend assigned community events to develop partners for the purpose of lead generation.
- Refer and track prospective borrowers to our Business Lending department.
- Refer and track prospective borrowers to our pre-loan technical assistance (TA) partners when clients do not qualify to submit an application.
- Maintain existing referral and partner relationships.
- Record data and report to appropriate parties as instructed by Senior Management.
- Cultivate strategies to achieve departmental goals.
- Maintain partnership calendars to track our visibility and impact.
- Engage in public speaking and participate in networking events.

Travel Required

- Engage public and private community partners, civic organizations, trade organizations, business education centers, and financial institutions to reach referrals in all nine Bay Area counties: San Francisco, Alameda, Contra Costa, Solano, San Mateo, Santa Clara, Marin, Sonoma, and Napa.

Qualifications

- BA or BS degree
- 5 years of Business Development work
- Strong customer service and relationship-building skills
- Strong written and verbal communication skills
- Self-starter and ability to work independently
- Prior experience working with entrepreneurs and small businesses
- Strong understanding of customer and market dynamics
- Data entry and tracking via customer relationship management systems
- Data entry and tracking via project management systems
- Innovative with a passion for public relations
- Experience with the following tools preferred: Salesforce, Asana, Box, Outlook, Excel, Expensify, and TriNet

Salary Commensurate with Experience

Excellent Benefits: Including but not limited to medical, dental, vision, 401(k), commuter checks, and generous holidays. *This position is based in San Francisco.*

Open Until Filled

Please email resume and cover letter with the subject line "Business Development Officer" to jobs@workingsolutions.org.

No phone calls please.

Working Solutions is an Equal Opportunity Employer.