



# MAIN STREET LAUNCH

Position Announcement | **Portfolio Manager**

## POSITION DESCRIPTION

Veteran Launch, a program of Main Street Launch, offers small business loans to both new and existing veteran owned companies. Main Street Launch is seeking a Portfolio Manager to help veteran-owned small businesses develop and become successful companies. The Portfolio Manager will provide pre-loan and post-loan technical assistance to Main Street's veteran small business clients throughout California. This role supports prospective borrowers interested in Veteran Launch loan products who need additional assistance preparing for a small business loan and learning how to responsibly managing the use of these loans to achieve business success. The Portfolio Manager also supports existing borrowers through on-going financial monitoring and by providing technical assistance directly or through partners, and maintains regular proactive contact with portfolio companies to anticipate problems before they occur.

## Responsibilities include:

- Hold one-to-one confidential advising sessions to help businesses create and implement business or operating plans to increase revenue and improve profitability.
- Create financial projections to help businesses obtain capital.
- Advise businesses about appropriate resources to help them succeed.
- Collect and report data such as service requests, businesses served, workshop attendees, and client satisfaction. Also track the amount of: capital received, change in revenue, change in profit, change in jobs and change in number of businesses.
- Work with Veteran Launch VP and SVP level lending staff, Veteran Launch Program Manager, and Main Street portfolio management staff to coordinate support services to veteran-owned portfolio companies. Must be able to work occasional evenings and weekends.
- Produce business success stories.
- Be recognized as a point of contact and meaningful resource for veteran entrepreneurs.

## QUALIFICATIONS

- Bachelor's Degree in Business Administration, Accounting, Finance, Economics or related field, required. Master's Degree, strongly preferred.
- 5+ years' experience in business development, consulting, small business management, or small business investing or lending, required.
- Business consulting within one or more of the following sectors, desirable: restaurant, retail, or automotive.
- Business consulting within one or more of the following areas, desirable: marketing, social media, websites, technology, bookkeeping, or operations.
- Familiar with all aspects of business management including: Marketing and Sales, Operations, HR, and Finance and Accounting.
- Experience owning or operating a small business within the last 10 years, strongly preferred.
- Familiar with VBOCs, SBDCs, and other resources available to small business owners.
- Experience working within diverse communities, desirable.

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**OAKLAND** 2101 Webster Street | Suite 1200 | Oakland | CA 94612 | P 510.763.4297

**SAN FRANCISCO** 560 Pine Street | Second Floor | San Francisco | CA 94108 | P 415.213.8677

[www.MainStreetLaunch.org](http://www.MainStreetLaunch.org) | **Powering Dreams. Transforming Communities.**



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- Veterans and military spouses are strongly encouraged to apply.
- Must be able to travel throughout the state of California regularly.

## KNOWLEDGE, SKILLS AND ABILITIES

- Passion for economic development and empowering entrepreneurs.
- Demonstrated understanding of issues facing veteran owned enterprises.
- Good people skills with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Self-starter who can work with minimal supervision and be comfortable in an evolving nonprofit environment.
- Demonstrated ability to set priorities, meet deadlines and maintain emotional control in a fast-paced setting.
- Ability to express oneself clearly both orally and in writing.
- Ability to make decisions and take initiative in problem and conflict resolution.
- Ability to exercise tact and responsibility when handling confidential information.

### Financial and Business abilities:

- Accounting, budgeting and finance
- Capital raising
- Marketing
- Operations

## ENVIRONMENTAL CONDITIONS

The work environment characteristics and physical effort described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a wide range of small business locations in the throughout the state of California approximately 50% of the time and 50% in an office setting. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 15 pounds with or without assistance.

## ABOUT US

Read about us at [www.mainstreetlaunch.org](http://www.mainstreetlaunch.org) & [www.veteranlaunch.org](http://www.veteranlaunch.org).

### How to Apply:

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to [jacob@mainstreetlaunch.org](mailto:jacob@mainstreetlaunch.org) with "Veteran Launch – Portfolio Manager" in the email subject line.