

## Position Description

### Business Advisor - Growth Services

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#### General Description

NextCorps is a non-profit organization that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability. NextCorps manages and delivers a number of different programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps and consulting services for manufacturing related projects.

#### Growth Services Overview

NextCorps is one of ten New York State-designated Manufacturing Extension Partnership (MEP) Centers, and as such is an affiliate of the NIST Manufacturing Extension Partnership (MEP) program. NextCorps' Growth Services/MEP program leads the organization's efforts in providing consulting and advisory services to local small and mid-sized manufacturing and technology companies (up to 500 employees) to help those firms become more innovative and achieve profitable growth.

NextCorps' Growth Services team is made up of a small staff of Business Advisors who are broadly-experienced in the needs of small and medium-sized manufacturers. These Advisors develop client relationships, identify projects and funding sources and manage projects which are typically fulfilled third party contractors. Business Advisors are responsible for all aspects of client relationships, including: initial development of the relationship, assessment of client needs, project design and funding, contracting with outside consultants, service delivery, billing and impact survey follow up.

#### Key Responsibilities

- Develop and maintain relationships with manufacturing firms that need consulting services and have a high probability of generating reportable impacts as specified by NIST and NYSTAR.
- Working with client companies, assess the firm's needs and develop projects to meet these needs.
- Maintain a detailed knowledge of federal, state, local and other funding sources which may be used by clients to defray the costs of projects. Assist clients in applying for these funds and manage subsequent reporting requirements.
- Maintain contacts with consulting resources both within and outside the region and be able to engage these resources to fulfill client projects as needed.
- Optionally, deliver client projects and services personally if they are within an individual's field of expertise.
- Monitor and control projects to ensure attainment of goals, client satisfaction and compliance with the requirements of funding sources and NextCorps procedures.
- Follow up with clients to ensure that they respond to post-project impact surveys and that they report fully on project results.
- Achieve NextCorps corporate, ESD/NYSTAR, NIST/MEP and local client impact and satisfaction objectives as determined annually at both the team and personal level.
- Assist with reporting and other administrative tasks in compliance with all contractual obligations including ESD/NYSTAR, NIST/MEP, and internal requirements.

- Maintain accurate and up-to-date client and project information in NextCorps' Salesforce CRM system.

## Qualifications

### Requirements

- Good understanding of all functional aspects involved in running a small to mid-sized manufacturing company, and demonstrated ability in being able to identify solutions to problems and areas for improvement.
- Highest ethical standards.
- Ability to develop client relationships, identify client needs across the entire spectrum of manufacturing firm operations and propose consulting services to meet these needs.
- Project design and management ability, including ability to coordinate multiple independent contractors.
- Strong project management skills
- Effective writer
- Self-sufficient in Microsoft Office and general computer use.
- Desire to make a positive impact on the local community.
- Bachelor's Degree or equivalent experience

### Preferences

- Experience working in manufacturing companies with fewer than 500 employees.
- Experience in multiple companies and industries.
- Consulting experience.
- Familiarity with all, and in-depth knowledge of some, of the following areas: strategic management, new product development and launch, new market launch and penetration, lean manufacturing, quality systems, human resources/organizational development, sustainability and environmental management.
- Familiarity with NY State economic development infrastructure (ESD, NYSTAR, NYSERDA, etc.).
- Familiarity with Finger Lakes region manufacturing environment.

## Relationships

<b>Reports To:</b>	Center Director, NextCorps Growth Services
<b>Supervises:</b>	N/A
<b>Coordinates With:</b>	Other NextCorps Business Advisors, and Program Assistant NextCorps Accountant Managing Director of Finance & Administration

## Additional Details

<b>Location:</b>	NextCorps' office at Sibley Square, Rochester, NY / some remote work as needed
<b>Compensation:</b>	Salary range - \$75,000+ DOE and performance Bonus
<b>Work Schedule:</b>	Full time (40 hours)

NextCorps Website: [www.nextcorps.org](http://www.nextcorps.org)  
NY State (ESD / NYSTAR): <https://esd.ny.gov/new-york-manufacturing-extension-partnership>  
NIST MEP program: <https://www.nist.gov/mep/about-nist-mep>

**Important Note**

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

**To apply for this position:**

Please email your resume and cover note/letter before **February 14, 2022** to [resumes@nextcorps](mailto:resumes@nextcorps), with “Business Advisor – Growth Services” in the subject line.