



FOR IMMEDIATE RELEASE

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**VENTURE NORTH SEEKS CANDIDATES FOR POSITION TO HELP
NW MICHIGAN SMALL BUSINESSES**

TRAVERSE CITY, MICHIGAN -- Venture North Funding and Development is seeking candidates for a new position that will have a lead role in the success and growth of northwest Michigan small businesses within a 10-county region. The purpose of the Business Development Manager position will be to work at a grass-roots, community level to identify businesses that need loans and other forms of help to achieve their plans and priorities.

"I hope we receive solid applications from people interested in this position from all counties where we do business including Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford," said Venture North President Laura Galbraith. "Because this individual will work in communities throughout the region, we anticipate they will have a remote office even as they work and communicate with our entire team."

Venture North is a 501 (c) (3) nonprofit with a primary goal of providing loans to help businesses grow, create jobs and provide products and services that are significant to the betterment of the communities where they do business. Venture North has made over \$6 million in loans to 119 businesses that has leveraged an additional \$23 million. For example, Venture North loans have been used to purchase inventory in quantities to achieve favorable pricing; expand high speed broadband to communities; support the processing and distribution of locally grown food and food products; expand or renovate business facilities; start-up businesses focused on unique northwest Michigan products; start-up expenses for daycare centers and much more. In 2020-21, in a special initiative, Venture North teamed with local partners to award over 300 grants totaling over \$1 million to help businesses in all of the ten counties with nine or fewer employees to overcome challenges of the Covid pandemic.

Venture North is also a certified Community Development Financial Institution through the U.S. Department of Treasury and places priority on helping small businesses in economically distressed areas and those owned by underserved populations. In addition, Venture North often loans funds with customized terms and conditions to fit the unique circumstances of business.

“The individual filling this team position will have a crucial role in supporting our ability to help more small businesses in our region,” said Laura Galbraith, President of Venture North. “It will require a good listener and learner and an individual that can build trust and strong relationships around providing help that small businesses need. These businesses are the dominate economic force in our region and everyone of them are different. The solutions we develop must be done in partnership with each business and often involve local organizations. While the individual will work independently, they are also part of the Venture North team that works together to make good things happen for this very special part of Michigan.”

The Business Development Manager position announcement may be reviewed on the homepage of the Venture North website at www.venturenorthfunding.org. Those interested in applying must provide information specified in the position announcement so that it is received no later than 5 p.m., Friday, August 27, 2021. Venture North hopes to fill the position in September 2021.



Stop us on your street.

Venture North Funding and Development loans money to small businesses to help them and northwest Michigan communities flourish. We work at a grass roots level and offer flexible terms and conditions and consider small loans. We are a Community Development Financial Institution and place priority on providing loans and other resources to small businesses in distressed communities and under-represented populations, like women and ethnic minority business owners. **Call us. Email us. Or stop us on the street.** 231-995-7115 • info@venturenorthfunding.org



**Business Development Manager
Venture North Funding and Development**

Venture North is a nonprofit 501c(3) organization that, as its primary mission, makes commercial loans to support business and job growth that have a positive community impact. It is a certified Community Development Financial Institution (CDFI) that has a focus on providing capital for business and job development in areas that are economically challenged. It also provides technical assistance to businesses with regard to business planning and financial analysis and referral to financial and technical assistance programs, including those available through federal and state agencies.

Venture North is seeking candidates for a Business Development Manager to build relationships, improve awareness of Venture North products and strengthen outreach to businesses in rural areas and low-income communities throughout our 10-county service area. An expectation of the individual filling this position is they will increase the number of quality projects for lending that meet Venture North requirements for presentation to the organization's loan committee.

To accomplish these expectations, it is important the individual be accessible to cover all ten counties in the service area (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties). They must devote time to being in the entire region to listen, interpret and ask questions about local needs and conditions and work at a grass roots level, often one-on-one with small businesses and local partners. In addition to being in the communities, this person will work closely with the Venture North staff and contract team of professionals remotely. This person must be flexible and self-motivated in their job duties.

For a full job description and list of key responsibilities, qualifications, and desirable personal characteristics, please review the attached job posting. Interested applicants must submit a resume and cover letter by 5:00 p.m. EST on Friday, August 27, 2021.

The salary for this position will be commensurate on the candidate's education, experience and skillset. Venture North offers competitive wages and benefits that include a 401K plan; health, vision, and dental insurance; and paid time off for personal use in addition to major holidays.

Cover letters and resumes should be sent by email to jobsearch@venturenorthfunding.org. All correspondence will be considered confidential.



TITLE: Business Development Manager
REPORTS TO: Venture North President
FLSA STATUS: Full-time, Non-exempt Salary

OVERVIEW

Venture North supports the region's economic growth and community development efforts by providing funding options, offering technical assistance, and building connections for viable businesses, including low-to-moderate income communities. The Business Development Manager will strengthen outreach to businesses in rural areas and low-income communities throughout our 10-county service area. Goals for this position are to increase awareness of Venture North's loan products, increase the number of deals in the pipeline, and provide direct services to our small business clients.

KEY RESPONSIBILITIES

Access to Capital Program – This position focuses on five primary activities: lead generation; loan origination; loan application packaging; underwriting and loan closing; and client technical assistance.

Lead Generation

- Conduct proactive outreach to targeted, underserved markets and communities to cultivate new lending opportunities within 10-county region;
- Promote Venture North loan products and business resources to prospective borrowers, economic development organizations, service providers, and other community partners; and
- Represent Venture North in public forums, facilitate community outreach efforts, and other activities that promote lending activities.

Loan Origination

- Respond to referrals (internal and external) in a timely, professional manner;
- Initial screening of all inquiries to determine applicant readiness or need for partner referral; and
- Frequent follow-up with loan inquiries in the "pipeline".

Loan Application Packaging

- Intake interviews to determine fit for Venture North loan products and/or appropriate referrals for technical assistance; and
- Manage loan application process to be sure applicant submits all required documents.

Underwriting & Loan Closing

- Work with applicant to respond to outstanding questions from credit analyst;
- Work directly with President to prepare credit presentations to loan committee; and
- Attend loan committee meetings.

Client Technical Assistance

- Attend annual client site visits;
- Address questions and concerns from borrower annual financial review;
- Refer clients to financial and technical assistance programs, including those available through federal and state agencies; and
- Work closely with marketing and communications team to cultivate and feature client stories.

QUALIFICATIONS

The professional who serves as the Business Development Manager must satisfy the criteria listed below. These skills are general in nature and therefore not inclusive of all attributes. It is important to recognize that to do this job satisfactorily, the Business Development Manager must be willing to travel extensively within the region and work some non-traditional hours (including early mornings and evenings).

Ideally, the Business Development Manager should:

- Have at least two years of work experience in an organization involved with business development activity;
- Have prior work-related experience and knowledge of community development lending, as well as traditional and alternative loan programs;
- Have experience working with small business owners;
- Have established working relationships with partners and businesses in rural areas within the 10 county region (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties); and
- Have a Baccalaureate Degree from a recognized college or university or relevant experience in lieu of such a degree.

Personal Characteristics

- Demonstrated strong relationship building skills;
- Excellent verbal, written, analytical, and interpersonal skills;
- Ability to listen, interpret and ask questions about local needs and conditions and work at a grass roots level;
- Positive and team-oriented individual;
- Self-starter, self-motivator, self-accountability;
- Detail-oriented individual, and ability to work independently and with a team; and
- Ability to work on multiple projects, meet deadlines, organize and prioritize assignments.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the

duties of this job, the employee is regularly required to talk and hear. This position is very active and is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and move items up to 20 pounds. Business Development Manager may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance of evening meetings and other responsibilities required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

BENEFITS

- Competitive salary
- 401K retirement with employer match
- Group health, vision, and dental insurance
- Life insurance
- Paid Time Off and additional paid holidays

Please send cover letter and resume to jobsearch@venturenorthfunding.org by Friday, August 27, 2021.