



## **BUSINESS DEVELOPMENT ASSISTANT**

### **Position Summary**

First Children's Finance is a national nonprofit organization, headquartered in Minneapolis and operating in eight states, that provides loans, grants, and management assistance to qualified child care providers to help them improve their business practices, and promotes private-sector engagement in the business of child care. The mission of First Children's Finance is to help children thrive and learn by forging relationships that bring economic power and viability to the business of child care.

The Business Development Assistant position is perfect for a new college graduate looking to build practical skills and gain hands on experience while working for an organization dedicated to serving child care businesses that are a vital part of their communities. The successful applicant will combine his or her analytical, communications, customer service, and other skills to assist the Capital Investments Department achieve its goals and objectives.

**Reports To:** Loan Fund Director  
**Status:** Full-time; non-exempt

### **Responsibilities**

- Work with potential borrowers to provide information and follow-up
- Update records in database
- Maintain loan files and Growth Fund files
- Set up and maintain filing system for business management tools
- Set up and maintain filing system for training curriculum and related materials
- Assist with recording mortgages, UCC filings, payoffs, and satisfactions
- Assist with the business success program, completing the task checklist
- Assist with Loan Fund and Growth Fund surveys, including compiling and analyzing and reporting on data.
- With assistance from Loan Fund staff, prepare files for the annual audit
- Write and distribute approved press releases.
- Participate in specific marketing efforts.
- File and perform other general support tasks for Growth Fund, Loan Fund, and Training Department.
- Perform other duties as assigned

### **Qualifications**

- Bachelor's degree in the humanities, social studies, or business is highly desired
- Some office or other work experience
- Able to work with minimal supervision and to ask questions when necessary
- Trustworthy, able to handle confidential information
- Able to work with a wide range of people
- Good organizational skills
- Pleasant and professional telephone manner
- Excellent written and oral communication skills
- Able to pay attention to details and follow tasks through to completion
- Proficiency with Microsoft Office and Outlook a must, familiarity with databases a plus

**Attributes**

Trustworthy, able to handle confidential information, flexible, able to work independently, intuitive, resourceful, creative, detail oriented, organized, conscientious, energetic, and enthusiastic with good judgment, empathy, and a “can-do” attitude

**Application Procedure:**

Interested applicants should submit a cover letter detailing how their experience meets the requirements of the position with a resume to the attention of:

Jo Ann Hurst  
First Children's Finance  
212 Third Avenue North, Suite 310  
Minneapolis, MN 55401  
Fax: 612/338-4596  
E-mail: [joann@FirstChildrensFinance.org](mailto:joann@FirstChildrensFinance.org)

No telephone inquiries or agencies, please. **Position will remain open until July 15, 2010.**

For information about the work of First Children's Finance, please visit our Web site at [www.FirstChildrensFinance.org](http://www.FirstChildrensFinance.org).

*First Children's Finance is an Equal Opportunity Employer.*