Mission and Organizational Background
The mission of First Children’s Finance (FCF) is to grow the supply and business sustainability of excellent child care. Founded in 1991, FCF provides financing and management assistance to child care businesses and the field of Early Care and Education. FCF is a national organization headquartered in Minneapolis and provides services and financing to ECE providers in ten states. For more information, see the FCF website at: www.firstchildrensfinance.org.

Purpose
The Business Development Specialist provides business and financial planning, consultation, training, and support to ECE providers; promotes FCF and its programs and services; supports fund development activities; and connects to a diversity of FCF stakeholders, partners and constituents. The Business Development Specialist works closely with the Minnesota State Director, along with other members of the Minnesota team to promote and ensure the effectiveness of FCF’s core programs, including: (1) consulting services and technical assistance to child care providers; (2) training and education regarding child care supply; and (3) the management of the Child Care Business Development Center. This position will be based in the Twin Cities and requires some travel within the seven county Metro area.

Responsibilities
- Work with the FCF Minnesota State Director to develop, promote and implement programs, services and resources to support the mission of FCF in the seven county Metro area.
- Provide training, consultation and lending support to strengthen child care businesses.
- Assist start-up child care businesses and provide turnaround services to child care businesses experiencing financial crisis.
- Input, manage and analyze financial and program data.
- Assist with program reporting as assigned.
- Perform other duties as assigned.

Desired Experience
- Demonstrated ability to work collaboratively with communities of color and low-resourced communities.
- Consulting, training, lending and/or public speaking.
- Working with small businesses or experience owning/operating a small business.
- Direct experience with child care strongly preferred.
- Resource development/fundraising is a plus.
- Private sector engagement and partnership is a plus.

Skills
- Ability to provide business and financial consultation and training.
- Ability to read, interpret, and analyze financial statements and develop and manage budgets.
- Ability to think strategically and implement plans on the ground.
- Ability to promote a positive image of FCF and position FCF as a key resource in the field of early care and education.
- Ability to be flexible and work collaboratively with a diversity of FCF staff, customers, partners and stakeholders.
• Excellent written and oral communications skills
• Ability to work with minimum supervision, yet be a part of a team
• Willingness and ability to travel throughout the Twin Cities metro area

Personal Attributes
This position requires an individual who is:
• Creative and collaborative;
• Culturally competent;
• A team player, partner, and networker;
• Energetic, enthusiastic, with a can-do attitude;
• A systems thinker that is able to maintain a big-picture focus while attending to detail;
• Open to learning, accepting positive and constructive feedback;
• Organized, and a self-starter, multi-tasker; and
• A strategic thinker and planner as well as an effective implementer.

Reports To: Minnesota State Director Status: Full-Time, Exempt

Salary and Benefits: Salary is competitive with nonprofit business development specialist salaries for comparable organizations in MN and other FCF offices. Prorated benefits include medical, dental, life, and disability insurance, holidays and paid time off.

To Apply:
You may email your application materials to: FCFaccounting@firstchildrensfinance.org. Application deadline: Open till filled.