



LCLGRPB Business Development Coordinator Position

The Lake Champlain – Lake George Regional Planning Board (LCLGRPB) is seeking a full-time **Business Development Coordinator**. Position is in the Village of Lake George, NY but requires travel throughout nine upstate NY Counties. This position involves management of the LCLGRPB's Small Business Loan Fund and working with small businesses throughout the region to address their economic development needs. Work involves meeting with prospective small businesses; providing technical assistance to small businesses with the development of business plans, loan applications and financials; ensuring program requirements are met with loan packages; performing underwriting of loan packages and presenting potential loans to Committee; closing approved loans and securing necessary documentation; tracking loan payments and monitoring loan recipients; assisting the Director with developing new programming to address the needs of businesses throughout the region; maintaining a working rapport with state and federal funding agencies; evaluating effectiveness of the Small Business Programs and producing reports.

Must be able to work independently in a small office environment and perform required job duties. Position requires a good knowledge of the principles and practices of community and economic development planning and small business revitalization principles and practices; good knowledge of financial loans for small business; working knowledge of federal and state regulations governing small business loans; ability to establish and maintain good working relationships with prospective clients, business officials and the public; ability to understand, interpret, and analyze quantitative data; ability to organize material and prepare effective narrative, financial reports, and correspondence; ability to communicate effectively both orally and in writing; ability to maintain confidential financial information regarding small businesses; ability to take initiative and be resourceful. Prior experience with a government funded loan program is a plus.

Competitive salary with benefits available. Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list. Email resume and cover letter to: Beth Gilles, Director at beth.gilles@lclgrpb.org with the subject line "Business Development Coordinator Resume" by **November 28, 2022**. Contact #: 518-668-5773. LCLGRPB is an EOE/AA Employer.

More information on the position can be found on the LCLGRPB website at <https://www.lclgrpb.org/news-rfps/now-hiring-for-business-development-coordinator>.