



Expert Help • Targeted Resources • Tangible Results

Western Colorado Business Development Corp. dba Business Incubator Center

Resident Business Advisor (up to 40 hours per week)

About the Business Incubator Center (BIC):

The Business Incubator Center (BIC) is a 501(c)(3) nonprofit organization founded in 1986. BIC is a key pillar of economic development in Mesa County and the surrounding region. BIC aims to diversify the economy through its nationally and internationally award-winning programs geared toward fostering innovation and supporting entrepreneurs, startups, and small businesses. Our mission is to support the launch, growth, stabilization, and long-term success of business enterprises in Mesa County and the surrounding region. We measure our success by our ability to guide entrepreneurs through sound business decisions and our positive influence on economic growth in the region.

Position Description:

The Resident Business Advisor serves as a key resource within the Small Business Development Center (SBDC), providing expert one-one-one advising to entrepreneurs and small business owners throughout the business lifecycle from start up, growth, scaling, succession and exit planning. This role also includes direction and coordination of the SBDC advisors, including oversight, support, and ongoing development of volunteer and part-time business advisors. Some duties associated with this position are funding by and must comply with specific grant guidelines and reporting requirements. This position plays a pivotal role in ensuring high-quality client service, advisor training and accountability, and continuous improvement of advising services.

Duties and Responsibilities:

- Provide one-on-one, in-depth business advising to the SBDC/BIC clients in areas such as business planning, financial management, marketing, growth strategy, and exit planning.
- Mentor and supervise business advisors, providing onboarding, continued education, and performance support.
- Provide on-going training for business advisors, ensuring advisors remain up-to-date on best practices, compliance and SBDC/BIC standards.
- Oversee the accurate collection and timely reporting of advising notes, client outcomes, and advisor hours in accordance with SBDC grants and institution and funding partner requirements.
- Collaborate with SBDC leadership to enhance service delivery, meet grant objectives, and identify program improvement opportunities

- Represent the SBDC/BIC at community events, partner meetings, and outreach functions, as needed.
- Responsible for accurately tracking and reporting time and effort in accordance with SBDC program requirements, if required, to ensure compliance with state, federal and institutional guidelines. This includes allocating time appropriately across multiple funding sources and grants, both current and future, in alignment with grant-specific requirements and reporting standards. These include Core, Childcare, SLRF, Leading Edge™, SSBCI TA, Match and CNDM
- **Other Duties and Event Support**
Perform additional tasks as needed to support BIC's mission and operational goals, including assisting with logistics and execution of major annual events such as the Small Business Expo and other high-profile organization-wide events.

Required Skills/Abilities:

- Must be a passionate advocate for Colorado's Western Slope and the mission of the Business Incubator Center (BIC).
- Must possess excellent communication skills, with the ability to develop meaningful relationships with community partners, stakeholders, and program participants.
- Must exhibit a high level of energy, drive, and a proactive, "make things happen" approach, with a focus on achieving impactful results.
- Must have a personal value system that aligns with BIC's values and culture, including integrity, commitment to quality, a strong sense of mission, and a dedicated work ethic.
- Ability to maintain discretion and confidentiality with internal and external communications.
- Professional demeanor, strong interpersonal skills, and the ability to build relationships.
- Proven problem-solving and decision-making abilities.
- Flexibility, and a positive attitude, with a sincere desire to help small businesses and entrepreneurs succeed.
- Highly adaptable and with an entrepreneurial mindset and proactive approach to identifying new advising and improvement opportunities.

Education and Experience:

- Bachelor's degree in business, entrepreneurship, or related field (master's degree preferred)
- 5+ years of experience advising or owning/managing a business
- Strong leadership skills and experience managing people or programs
- Excellent interpersonal, communication and coaching skills

- Experience in economic & business development, regional business ecosystems and support resources and strong experience in accounting and financial management of business.
- Experience with data systems, including Salesforce, LivePlan, Vertical IQ, Acuity, Auzmor and IBIS World is a plus
- Familiarity with state and federal grant reporting compliance is a plus
- Bilingual (Spanish/English) strongly preferred to better serve our diverse client communities

Physical Requirements:

- Physical Demands - Sitting: Prolonged periods of sitting at a desk (often 6–8 hours/day). Repetitive Tasks: Frequent typing, data entry, and mouse use. Vision Requirements: Sustained focus on a screen for extended periods. Light Lifting: Occasionally lifting or moving office supplies, boxes of paper, or files (usually under 20 lbs).
- Ability to travel within Mesa County and potentially longer distances for State-wide SBDC meetings and ASBDC conference.
- Onsite position, no remote.

Other:

- Part-time (25 hours per week minimum) to full-time (40 hours per week, no overtime), hourly position that may require early mornings, evenings, and weekends based on organizational needs.
- Salary range is \$30-\$35 per hour, with an excellent benefits package including health insurance, dental insurance, paid time off, sick leave, and retirement plan for those working 40 hours per week. (Those under 40 hours do not qualify for benefits.)
- 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.
- Position reports to the SBDC Director. Applications are reviewed on a rolling basis. Please submit a resume, cover letter, and contact information for three professional references to hr@gjincubator.org.

The Business Incubator Center is committed to providing a safe and productive work environment. We conduct background checks for all final applicants, including reference checks, a criminal history record check, and a financial history check. The Business Incubator Center is an Affirmative Action/Equal Opportunity Employer.