

Brattleboro Development Credit Corporation (BDCC)

Job Title: Technical Assistance Specialist: Innovation and Investment

Reports to: Assistant Director; Head Insight8r

Program Objectives, Requirements & Metrics:

Brattleboro Development Credit Corporation (BDCC) is a private, nonprofit economic development organization that serves as a catalyst for industrial and commercial growth. The primary objective of BDCC is to invest in the drivers of the regional economy so that people, businesses, and communities in Southern Vermont can thrive.

Technical Assistance Specialist: Innovation and Investment is one of three core staff positions for the Small Business team and will deliver technical assistance related to rural innovation and business investment, including energy efficiency advisement.

Their leadership will catalyze BDCC's efforts to grow as an informed, and a respected source for solutions impacting rural businesses including but not limited to understanding barriers and opportunities for innovation and investment, operational/energy efficiencies and identifying solutions that will enhance business expansion and succession.

Position Duties and Responsibilities:

Technical Assistance (TA) - The Technical Assistance Specialist: Innovation and Investment will provide support to individual businesses through various Technical Assistance (TA) approaches:

One – on – One Consulting

Target Audience: Businesses offering and developing innovative solutions who need more investments to grow, become more efficient, or transition to new ownership, creating opportunities for high-wage, high-value jobs.

Direct Services Include:

- Overall Business Assessment: Conduct assessments, restart plans, and growth strategies, utilizing private sector experts as needed.
- Guidance: Provide financial, regulatory, and operational advice on building innovative businesses or seeking efficiency solutions to scale.
- Workshop Development: Create technical assistance workshops and programs that promote equitable practices and align with the interests of business owners and their communities.
- Energy Efficiency ROI Support: Assist the Brattleboro Development Credit Corporation (BDCC) in determining return on investment (ROI), identifying resources (both private and grant-funded), and developing energy efficiency projects that align with the Comprehensive Economic Development Strategy (CEDs).
- Succession Planning: Support businesses with 5+ employees in innovative and energy sectors by assessing and addressing their succession plans to drive growth and resilience. This will include providing resources and support for Employee Stock Ownership Plans (ESOPs) or other models in collaboration with state partners as appropriate.

BDCC Innovation and Investment Project Support

- Windham Investment Fund: Collaborate with BDCC's Assistant Director to promote and develop pathways for the Windham Investment Fund, which supports businesses at various growth stages through options such as royalty financing, interest-only loans, equity investments, or preferred equity arrangements.
- Acquisition Finance: Work with BDCC's Assistant Director to develop and promote acquisition finance pathways that support business transitions to new ownership by leveraging existing financial tools and fostering a network of rural peers and practitioners in a community of practice.
- Energy Efficiency ROI and Resource Identification: Aid BDCC in determining ROI, identifying resources (private and grant-

funded), and developing energy projects that meet BDCC's internal needs as a property manager.

Business Financing Support

- **Guidance for Entrepreneurs:** Individually and through cohort-based models, guide entrepreneurs through the investment and loan application process, including needs assessments and capital access support.
- **Documentation Preparation:** Collect and prepare necessary documentation for loan packages when appropriate.
- **Application Submission:** Collaborate with the small business team to submit complete loan/investment files for underwriting and review.
- **Application Tracking:** Monitor the status of applications and assist clients in completing the process in a timely manner.
- **Investment Monitoring:** Conduct investment monitoring as required by the funding source, including:
 - Tracking monitoring requirements for each borrower.
 - Ensuring investment/loan files (hard copy or electronic) are updated accordingly.
 - Conducting site visits, as necessary.
 - Reviewing monitoring materials to ensure business practices are in place, identifying areas of concern, and establishing plans for resolution.

Grant Application and Reporting

Some of BDCC's funding to provide technical assistance to both pre loan and post loan clients comes from federal sources by way of a grant. At this time this includes funding from the U.S. Small Business Administration and the U.S. Department of Agriculture. As a result, this funding requires the completion of progress reports on a quarterly basis, or as requested, working in conjunction with the Finance Manager and Director of Finance & Grant Management. This role is responsible for quarterly reporting.

Organizational Support:

BDCC is a private, nonprofit economic development organization that serves as a catalyst for industrial and commercial growth throughout Southeastern Vermont. The primary objective of the BDCC is to invest in the drivers of the regional economy so that people, businesses, and communities in Southern Vermont can thrive. The vision statement reads: People who love Southern Vermont have opportunities to thrive here.

As such, all BDCC employees are integral in assisting the organization to reach its objectives. All staff are expected to participate in professional development activities led by the Executive Director as well as pursue opportunities individually. The organization relies on all staff to help attend community and business meetings across the county. Additionally, all staff are encouraged to publish professional papers establishing themselves, and the organization, as leaders in economic development in Southern Vermont. Participation in these activities by all BDCC staff is critical to the BDCC's success.

Working conditions:

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, applicant inquiries, and peak workload periods. Position will require attending a weekly BDCC | SeVEDS staff meeting, weekly meetings with education and employer partners, extensive travel to participating schools, and regular meetings with regional employers in locations throughout Southern Vermont. The position requires a schedule of work of 40 hours per week including evening meetings, as needed.

Physical requirements:

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping, pulling, pushing, manual dexterity, clear speech, visual and hearing acuity. The need to transport files, paper and documents weighing up to 25 pounds is also required.

Direct reports:

None

Qualifications:

- Must be able to approach duties and responsibilities with an entrepreneurial spirit.
- Bachelor's degree or 3 years of entrepreneurial and/or economic development experience with experience working with businesses in the innovation space and/or with energy efficiency projects.
- Preference for business owners, worker-owners, cooperative leaders or decision-makers.
- Comfortable with all levels of an organization (owners, entrepreneurs, managers, and labor).
- Interest in and passion for rural and/or cooperative economic development.
- Proficient with Microsoft Office, Google Suite, contact management systems (such as Salesforce), and online collaboration tools (such as ASANA).
- Possess a solid understanding of business financials (business planning and forecasting).
- Understanding of economic development tools and resources.
- Ability to conduct research and communicate findings.
- Strong written and oral communication skills.
- A "people" person with a passion for networking and building connections.

Interested parties having the required qualifications / experience should send a cover letter and their resume to ddelaini@brattleborodevelopment.com. This position is open until it is filled. No phone calls please. Questions may also be directed to ddelaini@brattleborodevelopment.com.