

**ASHLAND AREA DEVELOPMENT CORPORATION**  
**FUNDiversity Outreach Coordinator**  
**Temporary Full-Time (through December 2024) In-Office**  
**Position Description**

This grant-funded position is responsible for outreach to potential and established entrepreneurs from Ashland County's diverse communities and facilitating their entry into AADC's FUNDiversity program. The FUNDiversity Outreach Coordinator works with other AADC staff and partner organizations to provide technical assistance, coaching, and group class instruction and uses AADC's knowledge base to connect entrepreneurs with educational and financial resources. Other primary duties include:

- Assist individual entrepreneurs in developing business plans and securing financing for business startup or expansion
- Work in coordination with mentors who have volunteered to support program participants
- Work with other AADC staff to provide grants to qualifying businesses
- Other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to safeguard confidential information, exercise good judgment, and perform duties with discretion and accuracy
- Proficiency with modern office technology and software
- Experience with financial documents including financial statements, spreadsheets, and tax returns
- Highly organized and able to prioritize workload and meet deadlines while working with minimal supervision
- Enthusiastic in supporting the business needs of women, LGBTQ+, Native Americans, people of color
- Skilled communicator with the ability to build lasting community relationships
- Comfortable speaking to small groups
- Positive attitude with excellent customer service skills
- Licensed to operate a motor vehicle

**QUALIFICATIONS:**

- Associate Degree or higher in Finance, Business Administration, or Community Development preferred, or equivalent related work experience
- Experience in business lending procedures desired
- Employer is willing to train a detail-oriented candidate with outstanding communication and people skills

**WAGES AND BENEFITS:**

- \$21.15-28.00/hour
- Health and Dental Insurance Plans
- Paid time off and holidays - start earning PTO on your 1<sup>st</sup> day of work

**TO APPLY:**

- Email cover letter, resume, and references to [apply@ashlandareadevelopment.org](mailto:apply@ashlandareadevelopment.org)
- Mail cover letter, resume, and references to AADC, 422 W 3rd St, Ste. 101, Ashland, WI 54806
- Applications accepted until positions filled