



Office of Mayor Antonio R. Villaraigosa

LA MBOC BUSINESS DEVELOPMENT MANAGER-FINANCE

Los Angeles Minority Business Opportunity Center (LA MBOC) Mayor Villaraigosa's Office of Commercial & Residential Development)

The Los Angeles Minority Business Opportunity Center or LA MBOC was established in January 1994 as a result of an interagency agreement between the U.S. Department of Commerce, Minority Business Development Agency (MBDA) and the City of Los Angeles, Mayor's Office of Housing & Economic Development (MOHED).

LA MBOC's mission is to provide minority business enterprises (MBE's) with access to public and private sector contracting and financing opportunities, by providing brokering and matchmaking services to secure both contract and finance opportunities, both domestic and internationally..

Responsibilities include but are not limited to:

Must meet **assigned** LA MBOC financing goals for MBE's.

Strategize and develop a system to actively search for strong finance opportunities to broker on behalf of LA MBOC clients.

Actively solicit referrals and call on targeted MBOC clients and prospects

Establish and maintain strong relationships with all LA MBOC partners, business leaders, Chambers of Commerce, business associates, public agencies, political offices, commissioners, private sector finance and banking staff.

Manage one or more LA MBOC sub committees (Finance Committee and/or International trade).

LA MBOC BUSINESS DEVELOPMENT MANAGER

Must staff the mayor for assigned events, possible evenings, weekends or holidays.

Must attend networking and outreach events, expo's, outside meetings

Position requires light travel for MBDA functions i.e. national conferences, regional conferences, trade events and other relevant events.

Requirements: The ideal candidate for this position must have at least 5 to 10 years of small business loan underwriting experience in commercial banking and/or a community lending program. Must demonstrate an understanding of how to develop business for LA MBOC clients through various finance opportunities. Must have excellent business development skills, discovery/client needs analysis, presentation, negotiations, contract execution and implementation skills. Must have the ability to search and assess financing opportunities and be able to match those opportunities with current MBOC clients. Candidate must understand the importance of managing a pipeline that has many financing opportunities with different closing dates. Experience in small business loan underwriting and/or brokering is required

We are looking for an aggressive, high energy driven team player who understand the mission of the U.S. Minority Business Development Agency and can assist LA MBOC in closing deals for our clients. Follow up and strong interpersonal skills are required for this position. Must be able and be willing to work long hours if need be.

Reports to: LA MBOC Director

Salary: Salary range is from \$72,000 to \$77,000, depending on experience and education. This position is civil service exempt.

Interested applicants can email or fax a cover letter, résumé and salary history to:

Office of Mayor Antonio R. Villaraigosa
Attn: Carol Perez- Executive Assistant
LA MBOC
FAX: (213) 978-0690
EMAIL: carol.s.perez@lacity.org

Résumés will be accepted until Monday, December 8, 2008,