



**BRIDGEWAY
CAPITAL**
Connect Opportunity with Capital

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**NWPA Business Assistance Specialist
Bridgeway Capital
Erie, PA**

ABOUT BRIDGEWAY CAPITAL

Bridgeway Capital is a social impact lender that focuses on equitable economic growth in underserved areas by providing impact-driven lending and programs to grow businesses and revitalize places. A nonprofit alternative to banks, Bridgeway lends to small businesses, nonprofits, and real estate projects that have a positive community impact. More than a lender, Bridgeway is a partner for business growth that prepares entrepreneurs to be capital ready and builds their capacity through business assistance programs. Bridgeway is a nonprofit and Community Development Financial Institution (CDFI) certified by the U.S. Treasury Department. For more information, visit www.bridgewaycapital.org.

JOB SUMMARY

Bridgeway Capital seeks a part-time NWPA Business Assistance Specialist to support the delivery of business assistance funded by the SBA Microloan program in its Northwest Pennsylvania footprint. The NWPA Business Assistance Specialist will report to the Entrepreneurship Hub Manager and Managing Director of Programs. The position is based in Erie County but will also serve small businesses in other counties from the state's Northwest region.

JOB KNOWLEDGE, SKILLS AND ABILITIES

ALL KNOWLEDGE, SKILLS AND ABILITIES ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Support management of delegated client and prospect relationships.
- Provide varied business planning guidance to SBA Microloan prospects and operational excellence coaching for SBA Microloan borrowers.
- Provide detailed field notes and/or data reports on the support provided to SBA Microloan prospects and borrowers.
- Attend weekly and/or bi-weekly meetings with Bridgeway team members to discuss completed tasks and client support workflow.
- Support program activity development like curriculum design and group programming
- Coordinate and lead group and/or cohort programming.
- Utilize designated technology like LivePlan and Salesforce in the client support process.
- Assist with maintaining records in the Programs Team's Impact Management System (IMS) associated with clients, employees, and vendors.
- Assist in the recruitment and outreach to SBA borrowers.
- Perform miscellaneous job-related duties as assigned by supervising staff.

EDUCATION/EXPERIENCE

ALL EDUCATION/EXPERIENCE BULLETS ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Bachelor's degree required.
- Master's degree in business or nonprofit administration preferred.
- Three to five years of executive director-level program experience, including experience managing personnel, budgets, and fundraising activities.
- Three to five years of providing support to entrepreneurs and cultivating small business ecosystems.

- Strong analytical skills.
- Strong verbal and written communications skills
- Flexibility to accommodate changing circumstances and priorities.
- Attention to detail.
- Able to objectively analyze situations and draw accurate conclusions based on logic and facts.
- Ability to prioritize multiple activities and requests and schedule time and resources to complete tasks in an efficient and timely manner.
- Proficiency with personal computers and software, including Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to work effectively under time deadlines.
- Ability to work independently and with a flexible schedule, including some weekends and longer evenings for events as needed.
- Have experience working with diverse communities.
- Understand the nonprofit sector.
- Self-starter with strong initiative.

COMPENSATION

Comprehensive benefits package includes PTO, retirement plan, and flexible spending accounts. Bridgeway Capital is an Equal Opportunity Employer.

APPLY

Interested candidates should submit their resume to Managing Director of Programs Adam Kenney at akenney@bridgewaycapital.org, with “NWP Business Assistant Specialist” in the email subject line.

JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS

This position is performed at Bridgeway’s various office locations and across Bridgeway’s markets. Commuting and attendance at meetings with prospects, clients, colleagues, and community events will be required, and candidates are expected to have access to consistent personal transportation. Driver’s license and personal vehicle are preferred.

This position has both in-office and remote hours. The person in this position needs to regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull, reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception, and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions.

The position may include additional responsibilities not listed in the job description. The job posting is not intended to create nor be construed as an express or implied contract of employment. Bridgeway Capital reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice, or benefit at any time at its sole discretion.

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