



## BUSINESS DEVELOPER Job Description

The Business Developer with the Hispanic Metropolitan Chamber (Hispanic Chamber) focuses on the delivery of bilingual (English and Spanish) and bicultural business technical services.

- Location: Portland, OR
- Employment Type: Full-Time
- Compensation: \$50,000- \$55,000 DOE
- Experience Required: 5 years

### About HMC:

Established in 1994, the Hispanic Metropolitan Chamber (HMC) is dedicated to supporting the economic advancement of Latinos in Oregon and SW Washington. Our mission is to empower entrepreneurs, facilitate access to education, and nurture emerging leaders to succeed in their careers and communities.

### Key responsibilities:

- Provide bilingual (English/Spanish) one-on-one technical assistance to small business clients in areas such as business strategy, marketing, operations, human resources, and financial planning.
- Develop comprehensive business plans, growth strategies, financial statements, and cash flow projections.
- Assist business owners in navigating regulatory requirements, obtaining licenses, and securing necessary documentation.
- Design and deliver educational workshops tailored to the needs of small business owners.
- Lead outreach initiatives to engage potential clients and community stakeholders.
- Coordinate and facilitate business development and technical assistance workshops.
- Maintain documentation and reporting of project progress and client interactions.
- Cultivate partnerships with Chamber members, community organizations, and key stakeholders.
- Execute administrative tasks in compliance with guidelines and reporting requirements.
- Contribute to the planning and execution of promotional events and initiatives.

### Our ideal candidate must have:

- Passion for empowering entrepreneurs and advancing the Latino community economically.
- Proactive, deadline-oriented, and accountable.
- Flexibility to work evenings or weekends for events.
- Strong bilingual (English/Spanish) communication skills.
- Proven experience in small business ownership or management, entrepreneurship, marketing, finances, or a related field.
- Demonstrated expertise in small business ownership, management, entrepreneurship, marketing, finance, or a related field.
- Strong analytical skills with attention to detail.
- Expertise in business strategy, marketing, operations, and finance.



- Ability to work independently and collaboratively in a fast-paced environment.
- Committed to equity, diversity, and inclusion with cultural sensitivity.

Additional Requirements:

- A bachelor's degree in a business-related field
- Proficiency in standard software programs.
- Valid driver's license and access to a vehicle for travel within the Portland-metro region.

Benefits:

- Generous paid time off and holidays
- Simple IRA Plan with a 3% company match
- Company-provided laptop
- Monthly cell phone stipend

Commitment to Equity, Diversity, and Inclusion:

HMC is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace and community.

Please submit a resume and cover letter explaining your interest in the position to Nicole Leon at [nleon@hmccoregon.com](mailto:nleon@hmccoregon.com)

If you require special assistance in completing your application, please call 503-222-0280

