

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Technical Business Advisor

DEPARTMENT/LOCATION: Office of Economic Development/TriTech SBDC

BASIC FUNCTIONS: The Technical Business Advisor reports to the Director, TriTech and will focus on helping technology and high growth organizations bring their Bioscience, Hardware, and Software products and services to the marketplace. The Technical Business Advisor will provide early high-level consulting, training, and resources to business start-ups and mid-size companies.

REPRESENTATIVE DUTIES:

1. Facilitates funding presentations to secure Angel or Venture Capital equity investment.
2. Provides a customized funding strategy sufficient to launch the venture.
3. Coaches the client to lead their organizations through the funding process and the business development of their company.
4. Assumes leadership, manages client hours, and works without direct supervision.
5. Manages the client relationship.
6. Facilitates the creation of and/or completes high technology business plans.
7. Directs the creation of financial statements (cash flow, profit and loss, and balance sheet).
8. Reports/forms required:
 - Development and manage the Scope of Work report
 - Create, manage, and file WebCats session reports
 - Generate Client Information form
9. Manages client terms and client personnel.
10. Identifies, manages, and mitigates client issues.
11. Identifies business opportunities for the client.
12. Facilitates workshops on business plans, funding, and business development.
13. Develops strategies to deepen key stakeholders involvement in the client's enterprise.
14. Develops and documents consulting methodologies and best practices.
15. Provides successful project performance and follow-up.
16. Travels to client sites and other TriTech off-site locations (Digital Media Center, March Education Center, etc.).

QUALIFICATIONS:

Bachelor's degree in Business Administration. Five years minimum consulting experience working with high technology companies, three of which were in lead Project Manager roles. Experience with: managing Microsoft centric business solutions (i.e., PowerPoint); legal issues (i.e., Intellectual Properties); financial issues (i.e., Reverse Mergers, etc.).

Knowledgeable about the Private Equity Investment process. Well-versed about the Funding Landscape. In-depth understanding regarding how to structure the "Deal". Proficient at the developing and articulating logical solutions to business challenges. An excellent public speaker and meeting facilitators. Able to build strong trusting relationships with clients.

ABILITY TO:

Provide proper valuation of the business; display skills in strong situational analysis, problem-solving, and decision making; maintain professional demeanor and appearance at all times. Incumbent must possess strong client communications, client relationship development and management, and business influence skills. Incumbent must be optimistic, energetic, and passionate.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.