

## **POSITION TITLE: Global Initiatives Business Consultant**

**Reports to:** Global Initiatives Director

**Compensation:** Based on experience

The California Asian Pacific Chamber of Commerce (CalAsian Chamber) is seeking a Global Initiatives Business Consultant for the Sacramento MBDA Export Center project. The Sacramento MBDA Export Center is funded by the Minority Business Development Agency (MBDA) – an agency of the U.S. Department of Commerce that promotes the growth of minority-owned businesses through the mobilization and advancement of public and private sector programs, policy, and research. This position is dedicated to assisting minority business owners get access to contracts, capital and global markets.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Develop business opportunity pipeline to help client access to contract, access to capital and access to global market.
- Develop strategies to recruit new clients for the Sacramento MBDA Export Center Programs as well as maintaining current client relationships;
- Provide consulting services, technical assistance and business referrals to clients;
- Use Salesforce to track and report client service progress and achievements on a regular basis;
- Develop networks and partnerships to support the program's goals and service scope;
- Complete and collect necessary transaction documents and paperwork from clients for MBDA reporting;
- Manage the MBDA program's weekly/monthly progress reports;
- Provide logistical support for networking events, webinars, workshops and trade missions; and
- Assist with other related programs and initiatives as necessary.

### **REQUIREMENTS:**

- Knowledgeable with export or international procurement contract process and familiar with available resources;
- Experience in providing consulting and technical assistance to small businesses;
- Excellent oral and written communication skills; ability to communicate with government officials, business groups, strategic partners and clients;
- Business development skills are required; must be able to identify new clients and new international business opportunities to serve existing clients;
- Good data management and analytical skills; must be able to collect quantitative and qualitative data and create reports as needed;
- Proven organizational skills, detail orientated, and a capacity to handle multiple tasks under tight deadlines;
- Quick learner and self-starter on new tasks and initiatives; and
- Must be able to travel domestically and internationally if needed.

### **APPLICATION PROCESS:**

Position open until filled. Submit resume and cover letter via email to Henan Li: [hli@calasiancc.org](mailto:hli@calasiancc.org).