



**Minority Business
Growth Alliance**

Job Description: Volunteer Business Champion

Business Champions (BC's) are the primary partner of the Minority Business Client (MBC) to help them reach their goals. As consultants, the BC's assure that they understand the strategic direction of the business, clarify the business challenges and needs, link MBC's to Subject Matter Experts within MBGA that provide hands-on functional skills. They stay in touch with the MBC throughout the engagement to troubleshoot, support, and revisit goals and needs, if necessary.

Position Summary

The Business Champion is a strategist, facilitator, supporter, connector, and liaison. In this role, you will understand the heart and soul of the MBC's business as you support them in activating their dreams. Your job isn't to direct the MBC, or decide if the dream will ultimately be reached. You are a consultant to them as they determine what they need to start, grow, and/or change their business. Building trust and bridging any racial challenges is critical.

Your role is to ask insightful questions, listen intently, and establish trust and rapport with the MBC. You will come to understand both the long term and short term vision and strategy of the business so you can identify the specific needs MBGA will fulfill. After clarifying these needs, you will connect with the greater Volunteer Group to identify Subject Matter Experts (SMEs) who can provide business owners with tactical (and strategic) services. You will continue to be the liaison between the MBC, [Partner Group?](#), and the Volunteer Group for the duration of the Cohort Commitment.

To be successful in this role you will have a "listen first" mindset, establishing trust and rapport with the business owners. As you continue to listen and learn, you'll leverage your skills and experience to make a positive change in the business.



Minority Business Growth Alliance

This position requires an initial 3 month commitment, with weekly meetings, phone calls, and interactions totaling an average of 10 hours (sometimes more, sometimes less) throughout the engagement.

Responsibilities:

- Conduct an intake session (or more) with the MBC, building a relationship with the client and learning about their business/industry.
- Understand the strategic goals of the business, and identify the skills needed to accomplish the MBC's objectives. NOTE: NOT all needs may be able to be met by MBGA volunteers. One of your first goals is to understand the needs and help determine if those needs are appropriately met by the MBGA.
- Help the business create a 3 year growth plan
- Coordinate consulting and service resources by communicating the business needs to the Volunteer Group and request SME volunteers
- Collaborate with the MBC to prioritize business needs
- Select appropriate SMEs for specific business project needs
- Connect weekly with the business owner to ensure their needs are being addressed. Some of these meetings may include SMEs.
- Work with other BC's to identify group training opportunities that will benefit all MBCs
- Maintain consistent communication with the Volunteer Group, [Partner Groups](#), MBCs and SMEs
- Document the decisions and actions of each meeting
- Complete a short survey for the MBGA, providing insight into how the engagement went
- Advocate for the MBC and make meaningful connections whenever possible

Functional Expertise:

- Strong business acumen - understand a variety of business functions in order to identify opportunities for improvement and align the appropriate SME
- Consultant mindset to partner with MBC to help them create their success
- Curiosity with solid communication and listening skills



Minority Business Growth Alliance

- Trusted advisor and skilled mentor in helping others accomplish their goals
- Humble and open to learning
- Knowledgeable and passionate about the MBC industry preferred, not required
- Willingness to challenge personal assumptions and racial perceptions

Executorial Skills:

- Zoom conferencing / virtual meeting
- Written communication, written summaries to Minority Business Growth Alliance
- Strong interpersonal skills and the ability to build and maintain relationships
- Strategic thinking, analyze and solve problems quickly
- Responsiveness to MBC's business needs

This role is critical to the success of the Minority Business Growth Alliance's (MBGA) ability to provide the impact that allows and encourages minority-owned businesses to grow and thrive.

Are you ready to engage as an MBGA Business Champion? Let's get started!