



Business Development
Business Development Specialist – Neenah/Berlin
Full Time 36 hours per week

ADVOCAP, Inc., is a recognized leader in anti-poverty and self-sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

The Business Development Specialist will assist qualifying persons with the creation and expansion of small businesses in Green Lake and western Winnebago Counties. This position will work out of the Berlin and Neenah Offices.

Job Requirements:

- Will possess a BBA degree with two or more years of related experience in the private sector. Extended related experience may be substituted for degree.
- Economic development and commercial banking a plus.
- The candidate must have knowledge of business and financial plan writing. Knowledge of computer systems including use and installation of software for business, marketing, financing, loan packaging, and of State/Federal programs; licenses and permits required.
- Previous successful business ownership highly desired.
- Bi-lingual in Spanish desired
- Drug screening and background check required.

Minimum wage is \$21.35 per hour. This full time 36 hour per week position will have access to our full benefit package which includes health, dental, vision, flex, short term disability, life, and 401k/Retirement

Resumes and/or applications, with cover letters, submitted by 11/1/22 will receive primary consideration.

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org or FAX: 920 922-7214

www.advocap.org

AA/EOE