

## **Growing SMB Alternative Financing Firm in NYC hiring Business Development Coordinator**

6th Avenue Capital, LLC, a privately-held investment firm (the “Firm”) headquartered in Midtown NYC, is seeking a highly motivated and resourceful Business Development Coordinator to support the growth of the business. 6<sup>th</sup> Avenue Capital is changing small business financing, providing fast, secure and equitable access to working capital. The Firm offers flexible payment options and a high touch experience to small businesses and partners, all from an experienced team of industry experts.

The Business Development Coordinator is role is for an individual skilled at organizing, project management and reporting. The person is responsible for coordinating the Business Development and Marketing team’s outreach efforts. The individual’s priority is to prepare the teams for events and follow-up with prospects from those events.

The Business Development Coordinator is a highly organized and detail-oriented planner with a strong work ethic and who is willing to do whatever is required to get a given job done. The person must be professional, flexible, and thrive in a dynamic fintech environment. This is a position with substantial growth opportunities for the right individual.

### Responsibilities

- Serve as Business Development and Marketing’s team’s Go-To person
- Support and manage Business Development and Marketing operations, workflow and new initiatives
- Prepare, update, and distribute marketing materials
- Serve as roadtrip and conference coordinator – plan, organize and execute logistics, support Business Development and Marketing team’s onsite efforts, and execute post-event follow up
- Support onsite and offsite training seminars and follow up; potentially grow into trainer and independently conduct training
- Track, analyze and report Business Development and Marketing campaign metrics
- Generate, analyze, and review departmental reporting on weekly basis for Management team
- Maintain positive work attitude, good relationship skills, and a solid understanding of working with underwriting staff, sales teams, business partners and small businesses.
- Liaise daily with sales, underwriting, and servicing teams, business partners, customers, clients, and other internal and external partners of the Firm.

### Requirements

- 2+ years of related work experience and interest in alternative funding and technology; ability to quickly learn industry (experience of Merchant Cash Advance preferred but not required)
- Highly organized, detail-oriented, responsible, and reliable
- Superior project management and relentless follow-up skills
- Excellent written / verbal communication

- Team player with positive attitude and strong interpersonal and relationship building skills
- Proficiency in Microsoft Office (Word, PowerPoint and Excel), and CRM databases (including Salesforce.com)

**No recruiters, please.**