



Wyoming Smart Capital Network (WSCN) A Division of Development Capital Networks (DCN)

Position Title: Development Specialist

The Wyoming Smart Capital Network (WSCN) manages a Collateral Support Program and a Seed Capital Network for a 17-member municipality-based consortium in Wyoming. The program is part of the State Small Business Credit Initiative (SSBCI) funded by the U.S. Department of the Treasury. This position reports to the Enterprise Manager, and includes administrative support to WSCN programs, expansion and execution. The office is housed in Laramie, Wyoming. The WSCN is a division of Development Capital Networks (DCN), a national economic development organization that helps build regional innovation economies.

The WSCN Collateral Support Program (CSP) provides guarantees to local banks to make qualifying loans to small companies. A typical loan is for working capital, equipment or real estate financing for a new or growing business. When extending a guarantee, WSCN purchases a Certificate of Deposit at the participating bank as additional collateral.

The Seed Capital Network supports local business development by investing in Wyoming-based early stage and growing companies with exciting ideas and high growth potential. The Wyoming Smart Capital Fund is comprised of individual investors and institutions in the state of Wyoming who desire to support emerging entrepreneurs and growing companies in the region. Each member of Wyoming Smart Capital Fund is an accredited investor. Members select their own investments and join together to support individual companies.

Qualifications:

- Bachelor's Degree or equivalent in business, accounting or a related field.
- Knowledge of lending and early stage investing principles
- Capacity to be self-directed in a single-person office environment and accountable to off-site Enterprise Manager, working with other virtual team members.
- Ability to learn new office systems, report formats and software applications (Lotus Notes) and along with standard proficiency in MS Office environment.
- Knowledge of federal programs and contracts a plus.
- Knowledge of loan documentation a plus.

Responsibilities:

- Support the Collateral Support Program and the Seed Capital Network as requested. Become familiar with the history of the programs and their execution in the state of Wyoming.
- Support the Enterprise Manager by engaging with Wyoming lenders through telephone conversations to market the Collateral Support Program, answer questions and maintain professional relationships.
- Support development of the Seed Capital Network.
- Ensure accurate and confidential recordkeeping of CSP loan records and lender quarterly reports.
- Become fluent with all matters, issues, policies and procedures with respect to the SSBCI program.
- Occasionally represent WSCN at local and statewide events as a trade show participant.
- Participate in semi-monthly DCN/WSCN team conference calls.
- Produce publicity materials such as flyers, success stories and news releases.

- Occupy the office for Wyoming Smart Capital Network and its affiliates in Laramie, WY. Maintain WSCN's telephone services. Process mail and deliveries.
- Help maintain in the Company's electronic database proper and complete reports, statistics, and contacts pertaining to the program.
- Maintain program information at the WSCN website with the assistance of DCN's IT staff.
- Produce, generate and distribute a regular electronic newsletter on the WSCN, its programs and affiliates.
- Support the full DCN team with good will.
- Other duties as assigned for the general well-being of the WSCN operation as appropriate.

Open Date	08/17/2015
Job Title	Project Manager
Working Title	Development Specialist
FLSA Code	Administrative
Standard Hours per Week	40
Work Schedule Summary	Flexible schedule – minimum of one-half time to full-time
Department	WSCN
Type of Recruitment	External Posting
Pay Rate Range	Negotiable, based on qualifications and number of hours worked

Submission Info:

Interested candidates should email a cover letter, resume, salary request, one writing sample of at least two pages and three professional/academic references to mhuston@dcnteam.com by September 1, 2015. Candidates who fail to submit the required materials will not be considered for the position. Submissions should be sent to:

Mark Huston
Enterprise Manager
mhuston@dcnteam.com

The projected starting date for this position is September 1. An earlier start date is possible for the qualified candidate.

Development Capital Networks is an equal opportunity employer.

For more information about WSCN and DCN please visit www.wyosmartcapital.org and www.dcnteam.com.