

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: CENTER FOR INNOVATION & ENTREPRENEURSHIP (CIE)

POSITION: ENTREPRENEURSHIP INVESTMENT SPECIALIST

POSITION SUMMARY

This position is for an Entrepreneurship Investment Specialist in the Urban Redevelopment Authority of Pittsburgh's (URA) Center for Innovation and Entrepreneurship (CIE). This position is responsible for assisting the Director of CIE with the execution of URA financing programs and support of the URA's overall business startup, expansion, and attraction strategy.

ESSENTIAL FUNCTIONS

- Work largely with technology- and innovation- based fast growth potential businesses as well as manufacturers, and other business expansion and commercial real estate project financing
- Originate applications for financing, collect information and documentation to inform the application; analyze and underwrite the application; prepare and present credit memorandums for internal and loan review committee review; close approved loans; and service the loan
- Coordinate teamwork among URA staff, entrepreneurs and small businesses, private funders, and others
- Prepare professional correspondence, credit memos, and other documentation
- Conduct lead generation, business outreach, and technical assistance referrals as appropriate
- May complete strategic analysis and recommendation as to execution of existing programs, as well as the potential for new programs
- Work with businesses to connect with resources and tools (both URA and non URA) in support of the respective business startup and expansion
- Complete other duties as assigned
- Work independently with general direction

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree (Master's preferred) and/or relevant professional experience in business administration, economics, entrepreneurship, capitalizing early stage and business growth or a related field. This position further requires experience underwriting and presenting credit and risk analysis for direct lending and investment in businesses and commercial real estate. A successful candidate for this position will possess excellent communication skills, including strong verbal, written, and public speaking skills; and will have a creative and dynamic personality with strong interpersonal and problem-solving skills. The successful candidate will be an active and an engaged learner with an eager desire to pursue and broaden his/her relevant professional network. Alternative experience and education that meet the minimum requirements will be considered. Computer proficiency in Microsoft WORD, EXCEL, and PUBLISHER, along with experience with Salesforce or similar software are a plus.

SALARY

Range: \$50,000 - \$55,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

**Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-255-6617
<mailto:cbrooks@ura.org>**

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