

DEPARTMENT: URA, Center for Innovation and Entrepreneurship

POSITION: Entrepreneurship Investment Specialist

Position Summary

This position has responsibility of assisting the Director of the Center for Innovation and Entrepreneurship ('Director') with the execution of URA financing programs.

The position will work largely with manufacturers, technology and innovation based fast growth potential businesses as well as other small businesses and commercial real estate project financing.

The work involves originating applications for financing, collecting information and documentation to inform the application, analyzing and underwriting the application, preparing and presenting credit memos for internal and loan review committee review, closing approved loans and servicing the loan. This work involves coordination and teamwork among URA staff, entrepreneurs and small businesses, private funders and others. The work requires the preparation of professional correspondence, credit memos and other documentation. The work requires utilization of Portfol loan portfolio database.

The position will conduct lead generation, business outreach, and technical assistance referrals as appropriate.

In addition, the position may complete strategic analysis and recommendation as to execution of existing programs as well as the potential for new programs. The position will complete other duties as assigned.

Work is performed independently with general direction.

Qualifications

- Advanced degree in Business Administration, Economics, Entrepreneurship, and/or specific expertise in investing in innovation and technology based businesses.
- Experience underwriting and presenting credit and risk analysis for direct lending and investment in businesses and real estate.
- Excellent verbal, written and presentation skills.
- Creative and dynamic personality, with strong interpersonal and problem-solving skills.
- Active and engaged learner, constantly pursuing new contacts, and gaining a deep understanding of the existing entrepreneurial service network.
- Other combinations of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of the position may be considered.
- City of Pittsburgh residency upon commencement of employment is required.

More information on the URA and the Department can be found at www.ura.org.

The Urban Redevelopment Authority 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 preference, political and/or union affiliation.

Please send cover letter and resume to Darnell Griffin-Benton, Administration Manager, at dgriffin-benton@ura.org