



2390 Beach Rd. Oleai, Unit 205 | P.O. Box 502149, Saipan, MP 96950 | Tel.: 670 234-6245 / 6293 / 7145 | Fax No. 670 235-7147
www.developcnmi.com

JOB VACANCY ANNOUNCEMENT HR 2025-04

POSITION:	Business Development Specialist
LOCATION:	CEDA SAIPAN OFFICE
PER ANNUM:	\$30,000.00
EXAMINATION ANNOUNCEMENT:	HR 2025-04
OPENING DATE:	Tuesday, August 5, 2025
CLOSING DATE:	Tuesday August 19, 2025



This position is a federally funded, non-professional contract appointment that is temporary for a minimum of one year and contingent upon the continued availability of funding.


The Application for Employment, detailed job description, qualification requirements, and other information can be obtained online at <https://developcnmi.com/jva.html>, via email to Christy Kintol at c.kintol@developcnmi.com, and by scanning the provided QR Code. **As part of the qualification review process, a general written examination relevant to the position will be administered.**

Applicants should email their application forms along with the required documents to c.kintol@developcnmi.com and m.coleman@developcnmi.com, using the examination announcement number as the subject line. Alternatively, applications can be hand-delivered in a sealed envelope marked "HR 2025-04" to the CEDA Office at 2390 Beach Road Oleai, Unit 205.

/s/ Derek T. Sasamoto
Executive Director

COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY

POSITION DESCRIPTION

	EMPLOYEE NAME:		vacant	
	DEPARTMENT:		SSBCI TA Program	EMP. NO.:
	TITLE OF POSITION:		Business Dev Specialist	CLASS CODE: Contract
	CLASSIFICATION ACTION: Recruitment			
	PAY LEVEL / STEP		ungraded	STEP

A. NATURE OF WORK & DUTIES AND RESPONSIBILITIES

The description must include an introductory statement and detailed information about the major duties:

The Business Development Specialist will be instrumental in supporting small businesses in the CNMI by providing technical assistance through the CNMI SSBCI Technical Assistance program. This role involves direct engagement with local businesses and prospective businesses, helping them navigate through growth and funding opportunities, and ensuring they leverage the benefits of the SSBCI program effectively. Work Environment is primarily office-based with possible fieldwork across various locations in Saipan.

B. DUTIES AND RESPONSIBILITIES

1. **Business Outreach and Engagement:**

- Conduct outreach to identify and engage with local businesses eligible for SSBCI TA support.
- Organize and participate in informational workshops, or one-on-one sessions to educate businesses about the SSBCI program benefits and Technical Assistance services.

2. **Technical Assistance Delivery:**

- Assist the Professional Services Consultant (PSC) with providing direct technical assistance to businesses, including but not limited to:
 - Business planning and strategy development.
 - Financial management, including budget analysis and financial forecasting.
 - Assistance with business loan applications, ensuring compliance with SSBCI requirements.

3. **Program Compliance and Reporting:**

- Ensure all TA activities align with SSBCI guidelines and local regulations.
- Maintain accurate records of all client interactions for reporting purposes.
- Prepare regular progress reports detailing the impact of TA on businesses, including success stories, challenges, and future needs.

4. **Training and Capacity Building:**

- Develop or source training materials for business owners on key business skills.
- Facilitate or coordinate training sessions that might involve external trainers or utilize online resources.

5. **Collaboration and Networking:**

- Work closely with local business associations and educational institutions to enhance TA offerings.
- Support the PSC in networking with financial institutions to facilitate better access to capital for businesses needing loans.

6. **Monitoring and Evaluation:**

- Assist in the implementation of evaluation metrics to assess the effectiveness of the TA provided.
- Collect feedback from businesses to continuously improve service delivery.

7. **Administrative Support:**

- Assist in administrative tasks related to the program, including scheduling, event planning, data compilation, and documentation.

C. TYPE OF SUPERVISION

1	Identify the position of the immediate supervisor over this position:		
Official Title:	Loan Manager	Pay Level & Step:	
2	Does this position have an assigned responsibility to supervise the work of other employees?		yes
If yes, list the positions:			

E. NATURE OF DUTIES AND RESPONSIBILITIES

1	What duty or duties do you consider the most important or difficult part of this position?
---	--

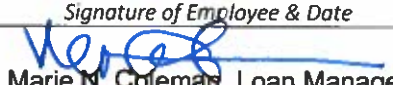
F. MINIMUM QUALIFICATION REQUIREMENTS/EDUCATION EXPERIENCE, ETC.:

Note: List the minimum qualifications that you suggest as basic requirement(s) for the recruitment of an employee as if position were now vacant. Keep the position requirements in mind rather than the qualifications of any employee who may occupy it (subject to review/revision per established class specifications standard and guidelines).

1.	EDUCATION						
Indicate highest grade completed:		Grade School:		Junior High:		High School:	X
TECHNICAL SCHOOL: specify number of years and kind of specialized training required							
COLLEGE: specify the type of Degree(s) required for undergraduate/graduate study and/or the number of full years of college required. Identify and list the major field(s) of study and all specialized or advanced courses required.							
2.	EXPERIENCE: specify how many years and what kind of lower-level experience is required; if none, so state						
Minimum two years of experience in customer service, business support, community outreach, or administrative roles. Relevant training or certifications in business management, financial literacy, banking, lending, or related fields are preferred but not required.							
3.	OTHER: List any other equipment, machines, special skills license, registration, etc. required for this position which are not described in the position description						

<ul style="list-style-type: none"> • Proficient in Microsoft Office or similar software for documentation and reporting. • Ability to work independently and as part of a team. • Strong problem-solving and strategic thinking capabilities. • Strong ability to organize, plan, and prioritize tasks effectively. • Excellent communication and interpersonal skills to interact with visitors, clients, and external stakeholders. • Positive attitude and action oriented with a proven track record for creating positive results. • Physical Demand - Ability to attend meetings, workshops, or business visits at various locations in Saipan. 	
Does this position require skilled operation and use of computer?	yes

G. CERTIFICATION

1	This is a complete and accurate description of the duties and responsibilities of my position.	<i>Signature of Employee & Date</i>
2	This is a complete and accurate description of the duties and responsibilities of the position.	 Marie M. Coleman, Loan Manager <i>Signature of Immediate Supervisor & Date</i>
3	Certification by the Executive Director:	/s/ Derek T. Sasamoto <i>Signature & Date</i>