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* **Email resume, cover letter, and job references to:**[**joann@smbusdev.org**](mailto:joann@smbusdev.org)
* **May 29, 2015 is the final day to submit resume**
* **Salary range: $56,000-64,000**
* **Successful  applicants will be subject to background check and drug test**
* **Location: Springfield, Ohio**

**POSITION DESCRIPTION**

**SBDC Service Center Director**

The SBDC Director is responsible for coordinating activities at the center level that accomplish the purposes of the grant agreement which includes defining, developing and implementing required projects; arranging and scheduling as needed programs and events; developing appropriate advertising, promotion, and marketing materials; originating and conducting meetings with community leaders, state and local officials, and for the overall provision and direction of professional services for small business counseling and management training to individuals, communities; public agencies and organizations.

The Director shall provide the leadership for the center. Duties include the following:

* Planning and coordinating programs and activities consistent with the goals and objectives of the center, overseeing all development, reporting and delivery on a center basis.
* Provide leadership to the center in developing and implementing a strategic plan consistent with the goals and strategies of the State program.
* Develop and submit budgets.
* Submit quarterly and annual reports.
* Attend regional and state meetings and conferences as required.
* Provide and facilitate free, in-depth individual business analysis and referral of clients to appropriate resources as required.
* Encourage and coordinate the strengthening of relations between the SBDC, Ohio Department of Development, SCORE and local Chambers of Commerce, banks, trade groups and educational institutions, lead university and/or host agency.
* Develop curriculum and make presentations for management training programs and seminars.
* Supervise business analyst and other support staff and manage center's budget and activities.
* Evaluate programs' effectiveness and measure the impact of services provided.
* Coordinate small business activities with local, state, and federal agencies. Identify and work with other private and public entities providing voluntary/free-consulting services.
* Ensure timely and accurate counseling data input for the local SBDC Management Information System (MIS).
* Supervise maintenance of client control records and data.
* Support area, state and federal research projects concerning small businesses and disseminate results to the various publics served.
* Promote the SBDC Program and serve as advocate of small business, making written and oral presentations to communities and entities.
* Develop internal and external resources to accomplish program objectives. Assist in the transfer of university-based knowledge to the private sector.
* Encourage businesses and businesspersons to provide volunteer consulting services and/or training.
* Develop and provide specific information, reports and/or special services as requested or required by the SBA/SBDC Administrators, the SBA Business Development Specialist and the Director of the SBDC.
* From an SBDC culture perspective, the Director should run the center as a business.

**POSITION REQUIREMENTS**

**SBDC Service Center Director**

B.A., B.S. or Masters Degree in Business Administration or Public Administration or related field. In place of a degree, a minimum of seven years experience in either business ownership and operations and/or equivalent combination of education and experience which demonstrates the acquisition, required knowledge, skills, and abilities may be acceptable. Extensive knowledge of business management, fiscal planning and accountability, employee training and development, strategic planning, office management and other support functions.

The Director must also meet the requirements of the Business Advisor as well as the following:

* Demonstrated ability to organize and manage multiple projects.
* Supervise personnel with diverse skill/experience levels.
* Develop and manage resources to support SBDC program.
* Strong analytical abilities, written and oral communication skills.
* Ability to relate well with people of diverse backgrounds.
* Capability of working effectively with both academic and business community, private and governmental sectors, and institutes of higher learning.
* Meet business advisor position requirements; receive CBA Certification within designated period.
* Demonstrated marketing and sales success.
* Demonstrated history of economic development mission accomplishment and leadership.
* Demonstrated successful grant and sub-grant management and reporting history, which may include successful completion of A-133 or ODOD audits.
* Demonstrated ability to provide a leadership role in the strategic management of the partnership/consortium for a program.
* Demonstrated ability to provide open communication to all partners and levels of the organization for all distribution and gathering of information.
* Demonstrated ability to plan and execute hiring practices to meet the required staffing patterns to ensure the needs of the local business community are met.
* Ability to travel and attend all required meetings from the State Lead Center.
* Other duties as assigned
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