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| |  |  | | --- | --- | | http://agency.governmentjobs.com/images/AgencyImages/3-28-2011%20co%20150.png | **STATE OF COLORADO** **invites applications for the position of:**  **Small Business Development Center Director** **This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.** | |
| |  | | --- | | **CLASS TITLE:** NON-CLASSIFIED | |  | | **LOCATION:** Durango, Colorado | |  | | **PRIMARY PHYSICAL WORK ADDRESS:** 1000 Rim Dr. Durango, CO 81301 | |  | | |  |  | | --- | --- | | **SALARY:** | $65,000.00 - $70,000.00 Annually |  |  | | --- | | **OPENING DATE:** 03/11/15 | |  | | **CLOSING DATE:** 07/31/15 11:59 PM | |  | | **JOB TYPE:** Full Time | |  | | **DEPARTMENT INFORMATION:** | | http://agency.governmentjobs.com/images/AgencyImages/jobposting/2027/JobPostings/image/Fort%20Lewis%20College.jpg http://agency.governmentjobs.com/images/AgencyImages/jobposting/2027/JobPostings/image/Colorado-SBDC.jpg **Fort Lewis College**    Fort Lewis College is Colorado's public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 3,800 from 50 states and 17 countries, 30% Native American, and 10% Hispano.  The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area. Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M. | |  | | **DESCRIPTION OF JOB:** | | **Summary:**  The Small Business Development Center (SBDC) Network provides business consulting and training/educational courses throughout the five county area designated as Colorado Planning and Management Region 9. The network’s mission is to Help Existing and New Businesses to Grow and Prosper.  The SBDC Director provides leadership and oversight for the development, implementation, and operations of the Southwest Colorado Small Business Development Center (SBDC) and its locations serving the counties of Southwest Colorado. This position reports to the Dean of the Fort Lewis College School of Business Administration and the State Director - SBDC Network within the Colorado Office of Economic Development and International Trade. | |  | | **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:** | | Please DO NOT Post Your Application To This Web Site.  See The Instructions On How To Apply. **Required Qualifications:**   * Bachelor’s degree in Business or relevant field * Minimum of two years of experience in professional consultation with measurable results in business development or 3 to 5 years of successful business ownership or management   + Business and marketing plan development   + Market research and analysis   + Marketing and business advertising techniques   + Budgetary principles and practices * Excellent oral and written communication * Commitment to outstanding customer service * Exceptional interpersonal skills * Ability to plan, organize and evaluate programs * Experience developing and managing a budget * Demonstrated experience maintaining cooperative working relationships with businesses and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds * Ability to perform under the pressure of deadlines and other administrative demands * Valid driver’s license   **Preferred Qualifications:**   * Master’s degree in business or relevant field * Experience with training, supervision, and evaluation of staff * Experience conducting or facilitating trainings * Experience working with a Small Business Development Center Network * Experience with the development and implementation of a strategic plan   **Skills:**   * Aptitude for project management and completion * Strong understanding of financial and cash flow analysis * Functional and technical business acumen * Managerial abilities to measure work volume, delegate, direct and motivate * Composure and flexibility   **Responsibilities:**  Vision and Strategy   * Create and update the detailed Southwest Colorado SBDC Strategic Plan and Balanced Scorecard * Plan the overall direction and results of the SW Colorado SBDC, ensuring that the plans are tied to the execution and implementation of the SBDC mission, Fort Lewis College objectives and the Colorado SBDC Network and the State of Colorado goals and objectives * Align the SBDC policies and procedures with the SBA regulations, the ASBDC Certification criteria, the Colorado SBDC Network Lead Center and the State of Colorado * Champion the SBDC brand in cooperation with the Economic Development Organizations (EDOs) and the Chambers of Commerce in SW Colorado, the Colorado SBDC Network Lead Center and the State of Colorado * Ensure programs and services are aligned with local small business needs   Consulting   * Offer initial consulting to new clients, and continuing consulting if necessary, and determine the appropriate advisor in the Business Advisor Network to address their business needs * Develop a quality network of business advisors and assign them to clients as appropriate * Maintain records of consulting activities offered by the SW Colorado SBDC and related client success measurements   Administration   * Assess staffing resources and plan changes necessary to carry out the SBDC Mission * Work with State Director - SBDC Network to assure SBDC compliance with applicable regulations and to negotiate and implement annual performance goals * Develop and manage the SBDC annual budget * Work with Fort Lewis College on compiling and providing detailed back up documentation for the quarterly reimbursement requests * Supervise staff, contractors, and volunteers   Program Management   * Effectively manage and implement regional and statewide special focus programs * Work with other Center Directors to implement new programs at select Centers statewide * Maintain relationships and communications with key partners * Coordinate the delivery of business training programs which reflect the needs of small business owners and the Chamber of Commerce members * Provide leadership in the development and review of small business training programs & curricula   Partnerships   * Develop and maintain close working relationships with community stakeholders, sponsors and partners in order to achieve the goals of the SBDC and regional EDOs * Develop and maintain close working relationships with local small business and professional organizations, colleges, accelerators, incubators, resource partners and other organizations serving small businesses * Maintain active presence / visibility with funding partners including the SBA, the State, local governmental entities, colleges and private sector supporters   Resource Development   * Identify and cultivate relationships with key strategic partners and sponsors * Develop, procure and maintain close working relationships with private and public sponsors * Ensure the effective and efficient use of resources * Conduct fundraising efforts to procure grant cash match requirements as well as procure general donations to ensure the sustainability of the program.   Supervision   * Provide management and training of full-time and part-time staff, contractors, advisors and volunteers   Work Conditions:   * Typical 8:00 a.m. to 5:00 p.m. office environment * Early mornings, evenings, or weekends will be required * Regional travel to provide consulting and training services | |  | | **SUPPLEMENTAL INFORMATION:** | | Please DO NOT Post Your Application To This Web Site.  Follow The Instructions Below To Apply. **Application Process:**  Electronically submit the following in PDF format:  1. A letter of interest that addresses the required qualifications skills, and responsibilities  2. Resume  3. Contact information of three current professional references  Email application materials (PDF format only), to:  Mary Shepherd, SBDC Office Manager  Small Business Development Center  Email: Shepherd\_m@fortlewis.edu;  **Applications received by July 31, 2015 will receive full consideration.**  The position will remain open until filled.  The successful candidate will be required to submit official transcripts  and pass a background check. | |  | | **HOW TO APPLY:**  Please follow instructions on the job announcement for submitting an application. | |  | | **IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:** Mary Shepherd, SBDC Office Manager Small Business Development Center Email: Shepherd\_m@fortlewis.edu | |  | | **DEPARTMENT CONTACT INFORMATION:** Mary Shepherd, SBDC Office Manager Small Business Development Center Email: Shepherd\_m@fortlewis.edu | |  | | **METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system. | |  | | | |  |  | | --- | --- | |  | SMALL BUSINESS DEVELOPMENT CENTER DIRECTOR  AW | | THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER. | | | |