**EMPLOYMENT OPPORTUNITY**

**POSITION: Director, Small Business Development Center**

**LOCATION: ENMU-Roswell Small Business Development Center**

**SALARY: $55,000.00 -- $70,000.00 Based on Experience/Education**

**OPENING DATE: January 22, 2016**

**CLOSING DATE: February 26, 2016**

The Small Business Development Center (SBDC) at Eastern New Mexico University-Roswell (ENMU-R) operates under a joint powers agreement between ENMU-R and the Southeastern New Mexico Economic Development District/COG (SNMEDD). The Director and Center staff are employees of SNMEDD. The SBDC is a part of the New Mexico Small Business Development Center Network (NMSBDC), which operates under a cooperative agreement with the U.S. Small Business Administration (SBA) and funding from the State of New Mexico.

The purpose of the SBDC is to promote growth, expansions, innovation, increased productivity, and management improvement in small businesses and prospective small businesses in Chaves County.

This is a grant funded position and continuing employment is contingent on annual funding.

**Characteristic Duties and Responsibilities:**

The Director manages a team that advises small business entities on a wide range of topics including business planning, business formatting, budgeting, loan proposals, marketing, retailing, advertising, and personnel. Business advisors maintain strict confidentiality of all client information and follow conflict of interest policies of the NMSBDC program. It is anticipated that the Director will devote 40-45% of their time to counseling activities.

Responsibilities:

* Directs, manages and supervises the day-to-day operations of the SBDC to meet NMSBDC program objectives and contractual requirements.
* Develops goals and objectives for the Center, and participate in long-range planning efforts and program development for all aspects of the NMSBDC program.
* Initiates co-sponsorship of programs and services with various community and state organizations and with other departments at ENMU–R.
* Prepares SBDC program budgets; monitors, manages and approves project expenditures.
* Provides in-depth business advisement and technical assistance to clients in the areas of business planning, management, financial analysis, and related areas of business operation.
* Plans, schedules and delivers business training classes and seminars.
* Researches and assesses the small business needs of local communities and develops services, activities and informational materials to meet those needs.
* Markets SBDC programs by making presentations to local and regional business, civic and educational groups and organizations, and generates awareness of and referrals to SBDC counseling/ training programs.
* Maintains network of resource business assistance organizations, business professionals and economic development agencies, both public and private.
* Prepares timely, periodic reports as required by the SBA and the NMSBDC, and maintains records in compliance the state contract and applicable OMB Circulars.
* Performs other duties as necessary.

**REQUIRED Qualifications**:

Bachelor’s degree in business or related field

Minimum of five years’ experience directly related to the duties and responsibilities specified

Understanding of the management requirements and development needs of small business enterprises

Proficiency with standard software programs, including business accounting and spreadsheet applications

Ability to communicate effectively, both orally and in writing

Ability to work effectively with a wide range of constituencies in a diverse community

Strong interpersonal skills

**PREFERRED Qualifications**

Master’s degree

Prior small business ownership/management

Knowledge of available business assistance agencies and resources

Ability to perform financial analysis and prepare proforma financial projections

Knowledge of Community College and SBDC programs and operating philosophy

Ability to develop and present educational programs and/or workshops

***The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.***

**NOTE: The “ENMU-R Employment Application” will not be used for this position**

**TO APPLY**: All applicants must submit a letter of interest, a resume, transcripts, and three professional references. Complete applications MUST be received by 12:00 p.m. on Friday of the closing day.

Applications may be:

Mailed to: SNMEDD/COG, 1600 SE Main Street suite D-1, Roswell, New Mexico 88203

Emailed to: [SBDC@roswell.enmu.edu](mailto:SBDC@roswell.enmu.edu)

Faxed to: 575-624-7132

Questions may be directed to: 575-624-7133

APPLICANTS ARE RESPONSIBLE FOR SUBMITTING COMPLETE APPLICATION PACKETS

Eastern New Mexico University-Roswell AND SNMEDD are affirmative Action and Equal Opportunity Employers. They do not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law. Persons seeking additional information should contact the Director of Affirmative action, ENMU-Roswell, P O Box 6000, Roswell, NM 88202-6000. In accordance with the Americans with Disabilities Act (ADA), physically challenged individuals who require special accommodations should contact SBDC at (575) 624-7133 prior to arrival on campus.