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**POSITION: SBDC Center Director- North Coast (Humboldt & Del Norte)**

**SCHEDULE: Exempt**

**SUPERVISED BY: SBDC Region Director**

**LOCATION: Eureka, CA**

**HOURS: Full Time, 12 months/year**

**SALARY: $60,000 - $75,000 DOE**

**GENERAL INFORMATION**

Currently there is an opening for Center Director of the North Coast Small Business Development Center (North Coast SBDC), serving Humboldt and Del Norte counties. This position is a full-time, benefited, 12 month position located in Eureka, California. The Center Director reports to the Region Director of the Northern California SBDC (Norcal SBDC).

The North Coast SBDC provides business assistance services to over 2,500 individuals each year in Humboldt and Del Norte counties. Primary activities of the program include business workshops, training events and one-on-one consulting/advising services with individual entrepreneurs. North Coast SBDC is a program of Humboldt State University’s Sponsored Programs Foundation.

Funding for the Norcal SBDC comes from the federal Small Business Administration (SBA) and the State of California’s Governor’s Office of Business and Economic Development (Go-Biz). While continuation of this position is foreseen for years to come, all SBDC positions are contingent on continued grant funding. This is not a state or federal position.

**POSITION DESCRIPTION**

Under the direction of the Region Director, the SBDC Center Director provides leadership for the development, implementation, documentation and daily operation of the North Coast SBDC’s programs and activities. The Center Director oversees and is responsible for the quality of all service delivery including client counseling and a variety of workshops. The Center Director manages budgets, seeks out grant and sponsorship funding, provides leadership to staff and contractors, and is very involved in the business and economic development community.

**ESSENTIAL FUNCTIONS and RESPONSIBILITIES**

1. Develop and implement a North Coast SBDC annual operating business plan. Ensure plan is aligned to Network Strategic Plan.
2. Prepare and manage North Coast SBDC budget.
3. Identify, develop and obtain funding to expand North Coast SBDC services and outreach. Pursue corporate sponsors, business community contributions, grants and fee-for-service contracts that align with the SBDC mission and vision.
4. Determine needs of the local community, ensure these needs are met, and measure the impact of services.
5. Build and manage a team of personnel and professional consultants. Hire and evaluate staff, provide initial orientation training for all new staff and consultants, arrange for ongoing staff and consultant training, supervise staff, and implement personnel policies.
6. Develop and manage a performance-focused business advisor team; manage and motivate as appropriate to ensure center performance goals are met. Develop and manage service delivery to all service points and outreach locations.
7. Evaluate and manage training programs; develop and implement new programs and/or changes to existing programs, as necessary to ensure performance goals are met.
8. Assure all programs are in compliance with applicable SBA/SBDC guidelines, federal regulations, state requirements, and ASBDC accreditation standards.
9. Work with local Advisory Board to support North Coast SBDC in the areas of resource development and outreach.
10. Develop cooperative working relationships and partnerships with the other Center Directors in the Northern California SBDC Network.
11. Participate in activities of other local economic development efforts, as feasible and appropriate. Attend Norcal SBDC events, meetings and conferences as required by Lead Center.
12. Promote and market North Coast SBDC programs and services strategically within the region; make presentations to local and regional business and civic groups and organizations as appropriate.
13. Establish and maintain professional relationships with local, state and federal elected officials and their staffs.
14. Compile, write and submit timely narrative and quantitative reports to the Lead Center.
15. Review and manage North Coast SBDC client records and systems and program operations to assure audit and accreditation readiness. Conduct client follow-up activities and complete project evaluation reports, and collect data to provide economic impact narratives.
16. Collaborate with campus faculty, staff and students on endeavors that are aligned with SBDC mission.
17. Interpret, apply, communicate, and implement pertinent laws and/or SBDC Network Policy and Procedures, and/or other regulations, policies, and procedures, as appropriate.
18. Meet with current and/or prospective small business owners to provide direct business advising as needed.
19. Present training curriculum through workshop format as needed.
20. Perform other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

1. Principles of successful fiscal accountability including complex budget management.
2. Principles and practices of non-profit management and grant management.
3. Principles and practices of employee training and supervision.
4. Small business principles and practices.
5. Modern office management and operational practices and procedures.
6. Business financing, financial principles and small business loan packages.
7. Marketing and PR concepts, principles, and techniques.
8. Interviewing and coaching techniques applicable to servicing clients and selection of business advisors.
9. Oral and written communication skills, including correct English usage.
10. The diverse socioeconomic, cultural, ethnic and disability backgrounds of the local regional population.

**Ability to:**

1. Supervise, evaluate and train assigned personnel.
2. Manage program to meet performance goals.
3. Communicate effectively both orally and in writing.
4. Maintain effective and cooperative working relationships with SBDC Regional Director, other SBDC and college personnel, external funding agencies, including the SBA, Go-Biz, private funders and community.
5. Analyze business needs; organize workload and prioritize duties.
6. Compose reports, correspondence, and articles for publication; speak in public and make presentations to small and large groups.
7. Work independently.
8. Maintain effective working relationships with clients, staff and members of the general public from diverse socioeconomic backgrounds.
9. Operate a personal computer including word processing, spreadsheets, database and financial systems.
10. Analyze data to improve center operations and make necessary adjustments operationally to meet performance goals and prepare reports.
11. Follow oral and written directions and maintain confidentiality of client data.
12. Develop, manage and monitor budgets, expenditures and program operations.
13. Interface with all levels of the public, staff, executives, etc. with tact and diplomacy.
14. Operate effectively in the educational environment.
15. Drive long distances, upon occasion.
16. Attend and participate in functions held in the evening and on weekends.

**Education and Experience:**Minimum of a bachelor's degree in a business related field and five years’ experience in small business management, economic development, consulting and/or other management, including:

* Non-profit (501(c)3) corporation management,
* Small business lending,
* Development, management and evaluation of programs delivered to the public,
* Supervision of staff and/or contractors, and,
* Grant writing and management.

**Physical Demands:**  
This position demands the ability to operate a motor vehicle.  Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and training sessions at various sites within Humboldt and Del Norte Counties; strength to lift and carry materials weighing up to 20 pounds, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

Licenses:

Must possess and maintain a valid California class C driver’s license and a satisfactory driving record.

**APPLICATION PROCEDURE:**

Qualified applicants should submit via email a letter of application, résumé and three professional references to: [jf30@humboldt.edu](mailto:jf30@humboldt.edu). First review of applications will take place on March 4, 2016. This position is open until filled.

HSU Sponsored Programs Foundation is an Equal Opportunity/Title IX employer. Applications from and nomination of qualified women, members of minority groups, veterans with covered veterans status, and persons with disabilities are particularly encouraged. HSU Sponsored Programs Foundation hires only individuals authorized to work in the United States.