



## Kansas SBDC – SW Kansas Region Director

### Responsibilities

#### **Kansas SBDC Regional Director's Leadership Role**

- Authority to administer program in close association with the Kansas SBDC leadership team
- Coordinate regional efforts strategically and operationally
- One of nine (9) Regional Directors in the Kansas SBDC senior leadership team

#### **Strategic Planning Responsibilities**

- Actively participate in statewide strategic plan development and deployment
- Support current Kansas SBDC statewide strategic goals:
  - Ensure there is an appropriate client mix with at least 75% late stage 1 and early stage 2 clients
  - Provide needs-based services and professional development for the Kansas SBDC
  - Strengthen program through expansion and better management of consulting and training
  - Plan for and execute program income

#### **Customer and Stakeholder Focus**

- Strong coaching skills
- Be knowledgeable and willing to actively manage client, stakeholder and market needs, requirements, preferences and expectations, on behalf of the region and statewide organization
- Manage client and stakeholder relationships and satisfaction of the Kansas SBDC region and support as a statewide effort
- Manage marketing and promotional activities including ensuring region host, SBA and Kansas SBDC branding is well recognized and represents a quality organization

**Service territory/Partner relations management** - Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearny, Kiowa, Lane, Meade, Morton, Ness, Scott, Seward, Stanton, Stevens, Wichita

#### **Measure, analyze and maintain performance metrics as defined by the Kansas SBDC senior leadership team**

- Manage to SBA and Kansas Department of Commerce contract milestones and measures
- Manage regional and, as appropriate, center/consultant scorecard performance
- Ensure customer, stakeholder and market needs are understood and where possible measured
- Ensure security and confidentiality of client information and efforts

#### **Kansas SBDC workforce management and development**

- Manage regional work systems (org structure, processes...) in compliance with federal regulations, contract terms and operating policies of the host institution and the Kansas SBDC.
- Collaboratively ensure faculty business advisors have the information and tools needed to provide required services in the following areas:
  - Finance (Access to Capital, managing a business by the numbers and cash flow analysis/forecasting)
  - Marketing (especially secondary market research)
  - Management (especially Kansas SBDC valuation, exit planning, continuity planning, tech commercialization and cyber security training)
  - Startup training
- Ensure that Kansas SBDC team members are highly productive and in a continuous, planned learning mode, including annual professional development plans/tracking, and participation in statewide professional development
- Ensure a motivated workforce and environment conducive to this objective

**Manage efficient and effective delivery of statutorily required and regional needs services**

- On a non-fee basis, one-on-one confidential counseling/consultation/advising/ guidance (consulting by Director and Consultants)
- Support/Deliver additional specialty services
  - Technology transfer, research and development
  - Succession Planning
  - Continuity Planning
  - Rural assistance
  - Export assistance
  - Government contracting assistance
  - Regulatory compliance
- Training programs as needed to better and more productively serve small businesses
- Specific Informational Needs (consulting and information requests)
  - Research into technical and business problems
  - Access to a comprehensive library of business information and statistics
  - Working relations with financial institutions, legal and other consulting services
  - In-depth knowledge of the local community
  - Distance learning
  - Market research
- Economic recovery programs (disaster response...)
- Involvement in Economic Development and Community Development (community relations)

**SBA required services - Entrepreneur development services**

- Exporting assistance
- Manufacturing outreach and assistance
- Programs for existing businesses growth and expansion
- Access to capital
- Underserved markets

**Kansas SBDC Requirements and Activities**

- Continuously work to develop individuals and the organization through a focus on core competencies
- Support SBA required accreditation processes
- Participate in annual Economic Impact Study and ROI
- Participate in statewide Kansas SBDC Annual and Quadrennial Strategic Planning and deployment
- Plan and report completion of Kansas SBDC required professional development efforts
- Meet reporting deadlines
  - Financial reporting/requests for reimbursement /budget proposal
  - Semi-annual and annual programmatic reports
  - Semi-annual success stories
  - Timely reporting of consulting, training, information requests, community relations, and professional development efforts
- Tools to be used
  - MS Office Suite of software
  - ProfitCents – financial modeling and peer comparison
  - Profit Mastery – teaching running a business
  - Online video conferencing – meeting to avoid travel/improve customer service
  - Neoserra – client training and advising tracking
- Operate within federal program requirements - OMB Omni-Circulars 2 CFR-200
- Comply with Kansas SBDC operating policies and procedures

**Participate in the Kansas SBDC Statewide Initiatives**

- Emerging and Existing Business Awards
- Legislative education efforts (Legislative Day)



- Semi-annual team meetings
- Monthly team conference calls
- Tri-annual director's meetings

## Qualifications

A Bachelor's degree required in Business Administration, or related fields. Master's degree strongly preferred. Five years to ten years of experience in small business administration or similar or related experience.

## Salary/Benefits

Competitive salary. Participation in college Flexible Benefits program which includes options for single and family health and dental coverage, optional insurances, and reimbursement accounts. Other benefits include: income protection insurance; matching annuity; SCCC tuition reimbursement for employee and dependents; annual and sick leave allowances and participation in social security (FICA) and state retirement programs (KPERs).

**Salary Range:** Salary commensurate with education and experience.

**Position Status:** Full-time, 12 months

**Application Deadline:** Open until filled

**Start Date:** ASAP

- *We regret that the College is unable to sponsor employment Visas or consider individuals on time-limited Visa status.*
- Successful applicant will be required to pass a criminal background check prior to employment.
- Separate application required for additional or future openings.

Applications may be emailed to [jobs@sccc.edu](mailto:jobs@sccc.edu), faxed to [620-417-1124](tel:620-417-1124) or mailed. Direct inquiries to Human Resources at [620-417-1123](tel:620-417-1123).

## How to Apply

To be considered, all of the following materials must be submitted to the address below:

- Completed and signed Seward County Community College **application**.
- Cover letter or letter of interest.
- Job-related resume including contact information for three professional references.
- Transcripts from all post-secondary institutions (copies are acceptable)

If employed, it is the responsibility of the candidate to provide official transcripts within 30 days. (Foreign transcripts must be translated and evaluated to determine equivalency to U.S. standards. Any fee for such services is paid by the applicant.)

*If any of the required materials are not submitted with your application packet, your application*



*will be deemed incomplete and will not be forwarded to the committee for screening. Please notify Human Resources if you require any special accommodation(s) in meeting these requirements.*

**Mailing Address:**

Human Resources Office  
Kansas Small Business Development Center Director  
Seward County Community College  
PO Box 1137  
Liberal KS 67901-1137

More information about Seward County Community College can be found at [www.sccc.edu](http://www.sccc.edu) and [SCCC Facts](#).

**Selection Process**

The search committee will conduct all minimum qualification appraisals as set forth on the position announcement and job description and reserve the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually conducted on campus by the search committee. Additional interviews and/or teaching demonstrations may be required.

**All qualified applicants are encouraged to apply.**

EOE/Drug Free Campus

[FMLA English](#)

[FMLA Spanish](#)

**Apply Now**

Website - [www.sccc.edu](http://www.sccc.edu)  
Headquarters Liberal, KS  
Size 201 to 500 employees  
Founded Unknown  
Type College / Community College