**Director of Small Business Development Center Central Massachusetts Regional Office (199732)**

Clark University, in conjunction with the Massachusetts Small Business Development Center (MSBDC) Network, seeks a dynamic and mission-driven business professional to fill the position of Director of the Central Regional Office of the Massachusetts SBDC. Reporting to the Dean of the Graduate School of Management, the successful candidate will provide leadership and effective management of a highly successful office that provides experienced business advising services and management training to small businesses in Central Massachusetts. The office has long been known for exceeding their financing goals while meeting other state guidelines and goals each year. In addition to meeting established goals for the center, the Director should embrace the overarching mission of the center which is to support the development and growth of small businesses to benefit the region’s economic well-being. The MSBDC program at Clark is funded with grants from the U. S. Small Business Administration (SBA) and the Massachusetts Office of Economic Development, and administered by the University of Massachusetts at Amherst.

**Duties and Responsibilities**

Included in a range of responsibilities, the Director will oversee the operations of the center and a professional staff of three advisors and an office manager. The Director is responsible for managing the budget of the center and complying with Clark policies, as well as with SBA and MSBDC program guidelines. In addition to leading and managing the office, the Director will provide client advising and will develop and maintain strong working relationships with Clark University (as the hosting university), MSBDC, SBA, regional legislators, regional banks, chambers of commerce, and other organizational partners that serve small business and economic development in the Worcester area. To supplement the SBA grant funds provided for the staff salaries, the Director must raise additional program revenue and secure pro-bono client services from local organizations (e.g., banks, law firms). The Director will also perform other duties as assigned.

**Qualifications**

The successful candidate will have an MBA or similar master’s degree, 10 years of business experience to include 5 years of small business experience as an entrepreneur, manager, business owner, or consultant. Program management and outreach experience is highly desirable. The candidate must have in-depth knowledge of effective management practices, and be able to advise professional staff and clients about many practical small business topics including incorporation, insurance, small business software and systems, marketing, franchising, business planning and other issues. Advanced knowledge of accounting principles, cash flow management, financial analysis, and commercial/equity financing, as well as the ability to read and interpret financial statements and help clients to prepare loan/financing packages, is essential. The ideal candidate will be versatile, results-oriented, and a good relationship builder with strong verbal and written communication, presentation and negotiation skills. The candidate must have supervisory experience and the ability to motivate and earn the confidence of a professional staff.

Technical qualifications include knowledge of Microsoft Office (including Excel) and accounting systems and software typically used by small businesses (e.g., QuickBooks).

This is a full-time, 40 hours per week, 12-month position with excellent benefits which include employee and family tuition benefits, 4 weeks’ vacation, generous retirement plan, free use of campus fitness center and many more.

Review of applications will begin August 23. Salary will be commensurate with skills and experience. Please email résumé and cover letter to [resumes@clarku.edu](mailto:resumes@clarku.edu). Applicants must reference Job code 199732 in the subject line to be considered for this position.

Clark University embraces equal opportunity as a core value: we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. This commitment applies to every aspect of education, services, and employment policies and practices at Clark. Our commitment to diversity informs our efforts in recruitment, hiring and retention. All positions at Clark share in the responsibility for building a community that values diversity and the uniqueness of others by exhibiting integrity and respect in interacting with all members of the Clark community to create an atmosphere of fairness and belonging.

***Clark University is an affirmative action/equal employment opportunity employer and strongly encourages members from historically underrepresented communities - inclusive of all women - to apply.***