



HIGHLINE COLLEGE (WA)
invites applications for the position of:
**Certified Business
Advisor (SBDC)**

OPENING DATE: 9/2/15

CLOSING DATE: Continuous

SALARY: \$52,000 - \$56,000 Annually

GENERAL SUMMARY:

This position is open continuous. First consideration will be given to those applications received online by September 22, 2015.

Highline College is situated in a diverse community just 20 minutes south of Seattle where we serve a student population of over 70% students of color, representing over 35 nations and more than 100 languages. The college embraces equity, inclusion, and social justice, with core goals of Student Attainment, Diversity, Community Engagement, and Sustainability. Highline received a distinguished Award of Excellence from the American Association of Community Colleges in 2014, as well as the Higher Education Excellence in Diversity (HEED) award in 2013 and 2014. The college was also named one of the Chronicle of Higher Education's Best Colleges to Work For in 2010, 2013 and 2015.

The Certified Business Advisor (CBA) provides confidential, no-fee, one-to-one business development counseling to business owners and entrepreneurs in Southwest King County who are seeking assistance in the development, maintenance or growth of a small business. The assistance offered by The SBDC focuses on financial analysis, financing, business plans, marketing, personnel issues, general management and other business issues. The primary emphasis will be one-to-one, intensive and continuous services to existing, operating businesses to help them act upon a current opportunity, achieve greater profitability, or improve their capacity to achieve a higher level of operations. The CBA will not compete with private sector professionals; for example the CBA will not prepare tax documents or write business plans for clients.

This is a full-time exempt position for the Southwest King County Small Business Development Center (SBDC) at Highline College that reports to the Lead CBA. The SBDC for Southwest King County works primarily with clients located in Burien, Des Moines, Federal Way, Normandy Park, SeaTac, Tukwila, and selected neighborhoods of unincorporated King County.

As directed by the Lead, the CBA will collaborate with other business assistance programs such as the StartZone Microenterprise Development Program, the Business Attraction Program, Community Education, and academic programs to identify and address community small business support needs. In addition, the CBA cultivates positive working relationships with community stakeholders and referral partners, and ensures activity compliance with grant regulations.

ESSENTIAL TASKS:

Business Development Counseling: (70%)

- Listen constructively to clients as they present information about themselves and their companies.
- Provide technical assistance to clients for the formation, stabilization and expansion of small businesses; counsel clients on aspects of business development such as business plans, management issues, marketing, organizational structure, and financial analyses.
- Create, manage and submit client activity reports in a timely manner.
- Identify research or educational opportunities for clients based upon their needs.
- Request, conduct, review and disseminate research.
- Review, analyze and provide information regarding client financial statements.
- Collaborate with other Community Education (CE) and College programs in identifying and conducting market-driven training, and assist in recruiting attendees for small business-related training programs.

- Participate in the area's economic development peer community through attendance at regional or local meetings, committees or similar events.
- Develop, implement and maintain referral capability and positive working relationships with representatives from other businesses, agencies and organizations.
- Represent the SBDC at events, meetings and functions on a local, state and national level.
- Develop and implement cooperative relationships with other SBDC business assistance professionals.
- Provide support and consulting for special projects of the department or the Washington SBDC.

Marketing (10%)

- Develop and implement strategies to connect the SBDC with potential clients.
- Develop and sustain relationships with community organizations, banks and potential partnerships or referrals sources.

Operations Administration and Reporting (10%)

- Compile reports for stakeholders and grantors.
- Ensure activities operate within the SBDC and other funding agency guidelines;
- Participate on the CE team to provide inputs on marketing and other issues in the department's pursuit of high quality programming and customer service.
- Supervise daily operations of SBDC activities in the absence of the Lead CBA.

Campus and Instruction Participation (5%)

- Provides expertise and guest lecturer services to Highline College departments related to business and entrepreneurship.
- Provide small business and entrepreneurship expertise within the context of international partnerships as appropriate.

Professional Development (5%)

- Participates in continuing education opportunities to enhance knowledge of business development and related fields.
- Participates in conferences and continuing education opportunities to enhance leadership, management and organizational knowledge and skills.

COMPETENCIES:

- Produce thorough and accurate business advisor work in a timely manner.
- Demonstrate problem solving and ability to teach, coach, manage and work with clients and staff with motivation and enthusiasm.
- Demonstrate strong organizational and time-management skills.
- Demonstrate a strong understanding of basic financial statements for small businesses.
- Demonstrate strong financial analysis skills.
- Ability to communicate complex business concepts and information in English.
- Communicate professionally and effectively in English at all levels of the organization, with other agencies and the general public, including culturally diverse populations, with the use of tact, discretion and courtesy.
- Proficient use of Microsoft Office Suite including Excel, Word, Outlook and PowerPoint

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in a related field.
- Three years of business ownership, small business leadership and marketing, banking, economic development or relevant consulting experience.
- Possession of or ability to obtain Washington Small Business Development Center (WSBDC) Business Advisor certification.*

*NOTE: Successful applicant must obtain certification from the Washington SBDC as a Certified Business Advisor within six months of start date and maintain certification thereafter. The SBDC for Southwest King County will facilitate this process with the successful candidate. No financial cost of the certification process is borne by the CBA.

PREFERRED QUALIFICATIONS:

- MBA or Master's Degree in a related field.
- A professional-level understanding of financial statements for small businesses.
- Demonstrated experience working with diverse populations including staff and customers/clients.
- Ability to converse in Spanish or other foreign languages.

**SUPPLEMENTAL INFORMATION:
CONDITIONS OF WORK:**

- Ability to work a flexible schedule with hours to meet department and client needs.
- Possess certification from the Washington SBDC as a Certified Business Advisor within six months of start date and maintain certification thereafter.

Your online application must include the following attachments in order to be considered complete:

- Current Resume.
- Letter of Interest (Cover Letter) describing how your skills and abilities relate to this position.
- Diversity Response Statement.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, genetic information, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

Highline College provides reasonable accommodations for qualified students, employees and applicants with disabilities in accordance with the Americans with Disabilities Act and the Federal Rehabilitation Act. If you need more information about Access Services or need accommodations, please contact the Human Resources Department at 206-592-3812.

Persons hired will need to provide documentation verifying identify and employment authorization to work in the United States.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://humanresources.highline.edu/job>

Position #001092 15-01
CERTIFIED BUSINESS ADVISOR (SBDC)
SW

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