

Job Description

Director, Illinois Small Business Development Center (SBDC)

320 North Damen, 1st floor, Chicago, IL 60612 312-421-3941 FAX 312-421-1871 www.industrialcouncil.com

ICNC works to strengthen the companies in the Kinzie Industrial Corridor on Chicago's Nearwest Side Community. Please see www.industrialcouncil.com for information on ICNC's mission and activities. In addition to representing and providing assistance to hundreds of companies in its community, ICNC owns and operates one of the oldest and largest business incubators in the country, which houses over 100 small business tenants in its 416,000 square foot facility.

Position Activities and Responsibilities

The IL Small Business Development Center (SBDC) at ICNC is part of a statewide and national SBDC network that provides no-cost business advising and education to all small businesses including start-ups and existing companies. The Director will manage SBDC activities and assume responsibility for all day-to-day operations including providing counseling and educational services and ensuring completion of all SBDC performance/financial reports and tracking. Position reports to Executive Director. Specific tasks include but are not limited to:

- Manage state contract requirements including contract application, program scope, budget and monthly reporting;
- Provide direct business counseling to small business owners;
- Identify and coordinate workshops/seminars on various business topics;
- Supervise a full-time ITC Director;
- Select, educate and track relevant incubator tenant community metrics;
- Coordinate and market all SBDC programs and activities;
- Maintain client records and program tracking on the required database system;
- Refer clients to appropriate resources and service providers as necessary;
- Collaborate with other small business support organizations including the SBA, other SBDC's, funders/lenders, and other small business programs;
- Work with other ICNC functions to provide additional small business services;
- Work closely with ICNC Executive Director and perform other duties as assigned;

Other activities will be assigned on an as-needed basis.

Qualifications:

- College degree required; graduate degree a plus;
- Strong business acumen and knowledge of entrepreneurship essentials; Entrepreneurial experience a plus;
- Experience in small business development, manufacturing, and marketing and/or experience with government programs a plus;
- Strong communication skills, both written and oral;
- Strong organization, finance, and project management skills;
- Ability to manage and motivate staff and work in fast-paced, team environment;
- Self-starter that is collaborative, energetic, creative, proactive, and responsible;
- Able to work effectively under time pressure and/or deadlines and maintain a high level of confidentiality

Working Conditions

Casual, 6,000 sq ft. office environment, shared with a full-time, part-time and intern staff of fourteen

Work Schedule and Compensation

- This is a full-time position; 40 hours per week; 8:30am-5pm, Monday-Friday
- Salary range is \$50K-\$65 annually; commensurate with experience
- Benefit incentives includes: One week paid vacation to start and participation in group health insurance plan, SIMPLE IRA, short and long term disability and life insurance; Training and career development opportunities available as annual budgets permit

How to Apply

Please email letter of interest, current resume, and three professional references to:

Industrial Council of Nearwest Chicago (ICNC)

IL SBDC Search Committee

320 North Damen Avenue, 1st fl.

Chicago, IL 60612

jobs@industrialcouncil.com

The subject line must include the recruiting code SBDCDIR

No phone calls will be taken regarding this job announcement. For further information about the organization, please visit ICNC's website at: www.industrialcouncil.com.

ICNC is an equal opportunity employer and provides a smoke-free, drug-free work place.