**State Director; Mississippi Small Business Development Center (MSBDC)**

**The University of Mississippi School of Business Administration**

**Job Description:**

This State Director of the Mississippi Small Business Development Center (MSBDC) is a supervisory position that provides direction, leadership, and vision for the MSBDC. The Mississippi Small Business Development Center is a statewide program with the primary mission of supporting economic development in Mississippi by providing business counseling and training to small businesses and entrepreneurs in Mississippi. The position serves a Cooperative Agreement and a strong partnership with the U.S. Small Business Administration (SBA), the major partner and collaborator of the University of Mississippi Small Business Development Center Network within the Cooperative Agreement. This position reports to the Dean of the School of Business Administration at the Univeristy of Mississippi in Oxford, MS.

**Job Responsibilities**:

* Direct the overall operation and performance of the MSBDC.
* Develop and maintain organizational focus on desired and expected outcomes in compliance with SBA requirements, federal and state laws, University regulations, regulations of institutions of higher education serving as program hosts, and other governing bodies.
* Direct and supervise the MSBDC leadership team regarding operations, finance, and marketing. The State Director directs, through subordinate managers and partnerships, all statewide MSBDC contractors, service center directors, and directly employed staff.
* Create, deploy, execute and update the MSBDC vision, strategies and operational work plans through an inclusive and collaborative process with staff, stakeholders and partners;
* Develop and maintain effective organizational relationships with the University, U.S. Small Business Administration (SBA), institutions of higher education serving as program hosts, collaborating service providers, business organizations, and other Mississippi entities and professionals with an interest in the service arena of economic development, entrepreneurial support, and business development.
* Participate at the national level through the Association of Small Business Development Centers (ASBDC) in sustaining and growing SBDC funding from Congress, the SBA and other federal entities.
* Develop and implement strategies to acquire non-federal match funding to ensure the 1:1 program match requirement;
* Serve as Principal Investigator for the program grant. Develop and manage the MSBDC budget and financial management system.
* Ensure readiness for SBA, state and university periodic financial audits and programmatic reviews.
* Maintain full ASBDC accreditation.
* Comply with University internal assessments of program performance.
* Participate and provide final endorsement in recruitment, hiring, training and retaining professional staff capable of fulfilling the mission and vision of MSBDC.
* Provide opportunities and create professional development programs that expand individual, team and organizational capability and capacity.
* Develop, deploy and sustain a performance management system that stretches capacity and focuses organizational behavior on key outcomes necessary to create unparalleled client and stakeholder value.
* Serve as senior spokesperson and advocate for the MSBDC.
* Develop and promote the MSBDC brand and value within the larger context of local, state and national partnerships.
* Maintain presence and visibility with funders, partners, legislators, and other additional arenas.
* Develop and sustain an effective state Advisory Board.

**Essential Functions:**

These essential function include, but are not limited to, the following:

1. Provide operational leadership and management for the MSBDC
2. Create and deploy vision and strategies
3. Build and maintain partnerships and collaborations
4. Provide financial management and oversight of resource allocations
5. Maintain accreditation for the program
6. Serve as senior spokesperson and program advocate

This position requires periodic travel including occassional overnight or longer stays, and relatively frequent work outside of standard working hours.

**Minimum Qualifications:**

Bachelor’s degree in business, economics, management, organizational behavior, higher education or similar field from an accredited institution or a bachelor’s degree with a proven and extensive track record of entrepreneurship and business leadership; at least two (2) years of related experience in a senior leadership role with a federal grant network, or equivalent leadership experience in a complex multi-location program that included grant management. Consideration will be given to applicants having similar but not precise education and experience contingent upon the totality of their application and should demonstrate management competencies necessary for success in this position, including: business ownership, leadership of complex multi-location program, or approximately five (5) years of related progressive management experience managing sizable budgets and human resources, with experience and understanding of federal, state, local and private collaborative partnerships. Must have a valid driver license and be willing and able to travel as required to effectively lead and manage the program. Must have excellent oral and written communications skills.

**Compensation:** $120,000 - $140,000 annually depending on qualifications and experience. Standard University of Mississippi benefits. Relocation assistance up to $4,000.

Apply online at [https://jobs.olemiss.edu/postings/](https://jobs.olemiss.edu/postings/12378). Applications cannot be accepted in any other format.

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