



POSITION ANNOUNCEMENT

State Director

Kentucky Small Business Development Centers

ORGANIZATION

The Kentucky Small Business Development Center (SBDC) is a statewide network of nine regional centers that provide education, resources, tools and one-on-one advising to help prospective entrepreneurs and established small businesses to start, survive, grow and prosper throughout all 120 counties of the Commonwealth of Kentucky. The Kentucky SBDC network is the largest provider of services to small businesses and entrepreneurs in Kentucky. More than 2,000 entrepreneurs and small business owners avail themselves of the professional consulting staff at the Kentucky SBDC annually. Another 2,200 are educated in Kentucky SBDC educational programs. The program is performance driven, and focuses on tangible direct benefits that produce strong economic impact in areas that include business creation, capital formation, revenue growth, job creation and retention, and sustainability. Additional information about the program is available at www.ksbdc.org.

The Kentucky SBDC is hosted by the University of Kentucky (UK), College of Agriculture, Food and the Environment (CAFE) in Lexington. The program is supported by annual, one-year grants from the U.S. Small Business Administration and with funding from the Commonwealth of Kentucky and other grant sources.

The University of Kentucky is situated on a beautiful urban campus in downtown Lexington, Kentucky with easy access to a range of educational, cultural, and recreational opportunities. UK offers excellent benefits, competitive salaries, generous professional development opportunities, and an opportunity to work in an environment that supports diversity. The University of Kentucky is an equal employment opportunity/affirmative action employer.

POSITION

The Kentucky SBDC State Director is a full-time position and is responsible for the implementation and execution of the Kentucky SBDC network vision and strategy. The State Director directs and monitors the program activities and financial affairs of the statewide SBDC network and is responsible for all state and federal funding and programmatic compliance issues. The State Director must provide innovative leadership, creative strategies and oversee programmatic implementation at the highest levels of integrity and excellence. The State

Director will be responsible for increasing all monetary and non-monetary resources in support of the statewide network.

RESPONSIBILITIES

The State Director of the Kentucky Small Business Development Centers provides strategic leadership and management of the network. The State Director is responsible for establishing strategic priorities; securing annual funding to sustain the program; cultivating relationships with stakeholders and partners; fulfilling grant obligations; maximizing financial resources; setting expectations and policies to achieve performance results; internal and external communications; managing staff; and building a culture of inclusiveness, teamwork, transparency, ethics, accountability and high performance.

Responsibilities include, but are not limited to:

- Creation and fulfillment of the Kentucky SBDC network strategic plan.
- Overall planning, direction and results of the Kentucky SBDC network, ensuring that plans are tied to the execution and implementation of the SBDC concept and vision on a statewide basis.
- Aligning the SBDC principles with federal regulations and national accreditation criteria.
- Assuring SBDC compliance with applicable laws, regulations, OMB circulars and Executive Orders; and negotiating and implementing the annual Cooperative Agreement with the SBA.
- Developing and managing the SBDC Lead Center annual budget, and coordinating the approval of regional center annual budgets and work plans.
- Supervising Lead Center staff.
- Developing, executing and maintaining a professional development plan for network staff.
- Managing regional centers in order to achieve the goals of the SBDC.
- Managing statewide staffing resources to carry out the SBDC mission.
- Enabling staff performance excellence within the network.
- Serving as the program liaison with the national Association of SBDCs, and SBA national, regional and district offices.
- Serving as the chief spokesperson for the SBDC network.
- Championing the roll-out and on-going promotion of the SBDC brand in cooperation with the UK College of Agriculture, Food, and Environment, Community and Economic Development Initiative of Kentucky (CEDIK), and Cooperative Extension.
- Establishing strong relationships with funding partners including the SBA, state and local governmental entities, regional hosts, and private sector supporters to ensure that national, state, and local needs are addressed.
- Developing and maintaining close working relationships with statewide small business and professional organizations, universities, incubators and tech parks, Kentucky Cabinet for Economic Development, Kentucky Association for Economic Development, local and regional chambers of commerce, and other organizations serving small businesses.
- Developing opportunities to promote student involvement (internships, class projects, etc.) and research opportunities through SBDC engagement.

Skills:

Communications
Collaboration
Critical Thinking
Grant Writing
Grant Administration
Problem Solving
Negotiation
Planning
Budgeting
Attention to details and deadlines
Proficiency in common productivity software

Competencies

Leadership
Ethics
Performance Management
Public Policy Engagement
Financial Management
Staff Development
Branding
Commitment to Diversity
Economic & Entrepreneurship Development

QUALIFICATIONS

Applicants must possess a Master's degree in business or a related discipline from an accredited college or university; eight (8) years of relevant management experience; skills, competencies and experience to fulfill the position responsibilities; and a valid driver's license and the willingness to travel (approximately 1 full week/month). Note that the position requires relatively frequent work outside of standard working hours.

COMPENSATION

Position contingent upon renewed funding. Competitive salary based on experience.

Benefits: UK offers an excellent benefits package including: medical, dental, prescription coverage, vision care, life insurance, health care/dependent care pre-tax expense account, retirement plan with matching, tuition assistance benefits for employees and family, paid holidays, vacation and more.

TO APPLY

Applications **MUST BE MADE** through the University of Kentucky HR website <https://ukjobs.uky.edu/postings/192760>. Any other submissions will **NOT** be accepted. The University of Kentucky is an equal employment opportunity/affirmative action employer.

KEY DATES

Application Deadline: July 23
Screening Interviews: July 31
On-Campus Interviews: August 9-10
Start Date: August 27