# Job Posting

**Director of Small Business Development Center, Full-time**

**Jamestown Campus**

The Director of the Small Business Development Center is responsible for the SBDC Regional Center, its management and its effectiveness as a provider of services to small businesses locally and its compliances, programmatically and fiscally, with requirements of State University and SBA.

* Supervises all staff functions including assigning appropriate tasks, conducts internal staff meetings, identifies staff training activities and insures the general quality and timeliness of staff activities by reviewing individual casework and by reviewing feedback from assisted clients.
* Administers all fiscal controls of the program including developing budgets for campus and SBDC Central Office review, monitors expenditure activities as they relate to budgets, advises campus fiscal staff of program financial elements, develops and monitors internal fiscal control system and adheres to SBDC Central office financial guidelines.
* Interacts with and provides information for campus administration with respect to budget, expenditure plans, personnel administration, facilities utilization and like matters.
* Supervises the development of appropriate program and financial reports in accordance with campus and SBDC Central directives.
* Maintains a client counseling caseload and provides support assistance to staff in their counseling needs.
* Identifies and implements program initiatives in response to SBDC Central Office, campus and private sector identification.
* Initiates and maintains contact with the business community as well as other related public and private entities to promote program services to elicit funding support to broaden and enhance outreach services, events, seminars and conferences in addition to personal visits.
* Administering the fiscal component of the program requires thorough understanding of campus and SBDC Central fiscal policies all of which are subject to internal, State and Federal audit.
* Balancing fiscal support in relation to demonstrated program needs requires careful planning to maximize resources to their fullest extent.
* Day to day management of the SBDC Regional Center requires a comprehensive knowledge of business operations and practices and the capacity to optimize the utilization of staff for the purposes of counseling clients and training those presently or prospectively engaged in private enterprise.
* Program promotion requires excellent communicative skills and the ability to interact with audiences of varied knowledge and expertise. It is important that the Director have the range of ability to represent the program and the College in settings that require professional presentations such as press conferences, news articles and other media recorded events.
* Develop adequate local matching resources annually to attract federal resource funds. Adequate is equivalent to Director’s salary.

**Qualifications:**

**Required:**Bachelor’s Degree in the area of public administration, management, finance or other business related field. At least five years experience in private sector business including two years in a managerial capacity. Relevant consulting experience may be substituted for management experience, however at least one year of private sector business management is required. Must possess: excellent written, oral, and interpersonal/human relations, commitment to providing excellent customer service, problem solving, budget management, supervisory, leadership, and organizational skills.

Must be able to: coordinate and develop complex documents; read and apply laws, rules, and regulations; write and deliver persuasive proposals/presentations; plan, prioritize, and coordinate multiple projects in a team setting. Attention to detail and accuracy. Knowledge of Microsoft Office Suite or equivalent.

**Preferred:**Master’s Degree preferred. Degree must be in the area of public administration, management, finance or other business related field.

**Additional Information**:

**Salary Range:**$55,909 - $62,902, commensurate with qualifications and experience, plus excellent benefit package.

Final candidates are subject to a pre-employment criminal background investigation.

Please note that Jamestown Community College does not sponsor H-1B Visas.

To apply, submit a cover letter, resume, transcripts, and a list of three professional references to: [www.sunyjcc.edu/jobs](http://www.sunyjcc.edu/jobs)