



POSITION ANNOUNCEMENT

State Director

West Virginia Small Business Development Centers Network

ORGANIZATION

The West Virginia Small Business Development Center is a statewide network of 14 centers that provide education, resources, tools and one-on-one advising to help prospective entrepreneurs and small businesses to start, survive, grow and prosper throughout all 55 counties of the state. More than 1,000 entrepreneurs and small business owners avail themselves of the professional consulting staff and educational programs of the SBDC annually. The SBDC is performance driven, and focuses on tangible direct benefits that produce strong economic impact in areas that include capital formation, business creation, revenue growth, job creation and retention, and business sustainability. Additional information about the program is available at www.wvsbdc.com.

The WV SBDC is hosted by the West Virginia Development Office in Charleston, WV, the state's capital, and is integral to the state's economic development efforts that actively promote the growth of the state's economy. The program is supported by annual, one-year grants from the U.S. Small Business Administration and funding from the state of West Virginia and other grant sources.

The WV SBDC Program Lead Center is situated on the Capitol Complex, with easy access to a range of educational, cultural, and recreational opportunities. The State of West Virginia offers excellent benefits, competitive salaries, generous professional development opportunities, and an opportunity to work in an environment that supports diversity. The State of West Virginia is an equal employment opportunity/affirmative action employer.

POSITION

The SBDC State Director is a full-time, executive-level position and is responsible for the implementation and execution of the West Virginia SBDC network vision and strategy to serve prospective entrepreneurs and existing small businesses throughout the state of West Virginia. The State Director directs and manages the services, activities and financial affairs of the SBDC network and is responsible for compliance with all federal and state regulations governing the program's funds. The State Director must provide innovative leadership, creative strategies, and oversee programmatic implementation at the highest levels of integrity and excellence. The State Director must have the ability to work with diverse groups of people; excellent communication skills; and proficiency in common productivity software.

RESPONSIBILITIES

The State Director of the West Virginia Small Business Development Center network provides leadership and management of the network, and is responsible for: establishing strategic priorities; securing annual funding to sustain the program; cultivating relationships with public and private 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:

- Overall planning, direction and results of the West Virginia SBDC network, ensuring that execution and implementation of SBDC services fulfills mission and deliverable requirements.
- Creation and implementation of the West Virginia SBDC network strategic plan.
- Assuring compliance with applicable laws, regulations, OMB circulars and Executive Orders, and the annual Cooperative Agreement with the SBA.
- Allocating resources necessary to meet the SBDC mission, including developing and managing the SBDC Network Lead Office annual budget, and approving center annual budgets and work plans.
- Supervising SBDC Network Lead Office staff.
- Managing the program to achieve America's SBDC accreditation.
- Developing and maintaining close working relationships with the SBDC center hosts and SBDC business coaches to achieve goals and deliverable expectations.
- Serving as the chief spokesperson for West Virginia SBDC network initiatives.
- Promoting the SBDC brand in cooperation with the West Virginia Development Office.
- Developing and maintaining close working relationships with funding partners including the SBA, the State of West Virginia, the West Virginia Development Office, local governmental entities, regional hosts, and private sector supporters; key statewide small business and professional organizations; and other organizations serving small businesses.
- Serving as liaison with the national Association of America's SBDCs, and SBA national, regional and district offices.

- Promoting staff performance excellence within the network.
- Developing, executing and maintaining a professional development plan for network staff.

Skills, Competencies & Values

Leadership	Grant Administration
Ethics, Integrity and Tact	Problem Solving
Performance Management	Negotiation
Communications – written, oral and presentation skills	Staff Development
Collaboration	Attention to details and deadlines
Critical Thinking	Government Relations
Planning	Branding
Budgeting	Economic and Entrepreneurship Development
Financial Management	Knowledge of Federal, state and local business development issues
Grant Writing	

MINIMUM QUALIFICATIONS

Applicants must possess a Bachelor’s degree in business or a related discipline from an accredited college or university; 10 years of program, staff and financial management experience, preferably in managing a business assistance program; and a valid driver’s license and the willingness to travel (approximately 1 full week/month) and relatively frequent work outside of standard working hours. Must be able to provide proof of eligibility to work in the USA.

COMPENSTATION

Note: Position contingent upon renewed funding. Salary grade: 23 (for information on the state of WV salary structure, please visit <http://personnel.wv.gov>)

Benefits: The state of West Virginia offers an excellent benefits package including: medical, dental, prescription coverage, vision care, life insurance, health care/dependent care pre-tax expense account, defined benefit retirement plan, paid holidays, and generous vacation.

TO APPLY

Applications must be submitted to Tom McClure, HR Manager at the address below:

WV Development Office
 1900 Kanawha Blvd. East
 Building 3, Suite 600
 Charleston, WV 25305

Tom.L.McClure@wv.gov

KEY DATES

Application Deadline: November 30, 2018
First Round Interviews: December 10, 2018
On-site Interviews: December 17, 2018
Start Date: January 1, 2019