

HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Center Director, Shasta-Cascade SBDC
Location: Redding, CA
Hours: Full Time, 12 months/year, Exempt
Salary: \$75,000 - \$90,000/year DOE
Project: Northern California Small Business Development Center
Supervisor: Region Director, Northern CA SBDC

GENERAL INFORMATION

The Norcal Small Business Development Center (SBDC) is part of Humboldt State University's Sponsored Programs Foundation. Headquarters are located on campus in Arcata, CA. The program serves the business community in 36 northern counties of California with non-credit education and consulting. Funding for these programs comes from the federal Small Business Administration (SBA), and the California Governor's Office of Economic Development (GO-Biz). Humboldt State University has hosted the SBDC program since January 2006.

The SBDC Center Director for the Shasta-Cascade region is a newly created, full-time, exempt, 12-month position located in Redding, CA. The job offers a competitive benefits package including group health, dental, and vision. Schedule is 40 hours per week, Monday through Friday, with varied schedules/ occasional weekend and evening hours. While continuation of this position is foreseen for years to come, all Norcal SBDC positions are contingent on continued federal and state funding. This is not a state or federal position.

POSITION SUMMARY

Under the general supervision of the Norcal SBDC Region Director, the Shasta-Cascade Center Director is responsible for managing and directing the functions of the SBDC of Shasta and Trinity Counties. This position oversees staff and contract consultants, and is responsible for developing, implementing and evaluating programs designed to provide business advising and training to small business owners. Work includes fiscal management, grant and contract administration, and a high level of interface with the public. The Center Director will represent the SBDC program at a local and regional level within the economic development and business communities. This position requires some travel throughout northern California. The ideal candidate will be a self-motivated and resourceful leader who has impeccable communication skills.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Plan, develop, implement, manage and evaluate the delivery of services to small businesses and entrepreneurs in Shasta and Trinity counties. Establish SBDC work standards and priorities.
- Establish and work with a local SBDC Advisory Council to set priorities and strategies.
- Responsible for the Shasta-Cascade SBDC meeting and/or exceeding annual performance objectives. Review and prepare analysis of the SBDC activities, costs, and operations to determine progress toward goals. Work with Regional Director and other management staff to review achievements and discuss required changes in goals or objectives.
- Prepare and review ad hoc, quarterly and annual reports and studies.
- Negotiate cooperative and contractual agreements between SBDC and local partner entities.

- Supervise, train and evaluate the performance of assigned staff and independent contractors serving as SBDC business advisors. Conduct regular staff and advisor meetings.
- Create, deploy and manage a work plan for the Shasta-Cascade SBDC Center that correlates to the Northern California SBDC regional strategic plan. Participate on regional strategic planning committees.
- Attend regional SBDC meetings and events held throughout Northern California. Represent Shasta and Trinity counties' interests in regional SBDC planning activities.
- Regular engagement within business, economic development, and finance communities. Work to further develop the small business ecosystem in the area.
- Provide leadership in the community around small business development and help to build, sustain, and expand partnerships. Act in an entrepreneurial manner to create opportunities and build resources for the Shasta-Cascade SBDC the small businesses it serves.
- Initiate, build and maintain relationships with key stakeholders to include city and county economic development entities.
- Promote SBDC activities. Develop, implement and evaluate an outreach plan for the SBDC including strategies for program promotion to attract clients and engage stakeholders.
- Coordinate program activities, trainings, seminars, and conferences with community partners and other SBDCs.
- Manage the Center budget and resource allocation in line with state and federal contract requirements.
- Work in coordination with SBDC Headquarters located in Arcata, CA.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Familiarity with the small business market and how to serve the businesses/owners in this sector.
- Demonstrated skill in making presentations to community groups.
- Demonstrated ability to plan and execute a variety of events (large and small).
- Experience using Microsoft Word, Excel, PowerPoint, Dropbox and Google Docs.
- Ability to direct, supervise, plan and evaluate work of staff.
- Strong project management, time management, and performance measurement skills.
- Ability to develop strong relationships and work with senior level executives.
- Ability to work effectively as part of a management team.
- Ability to prepare clear, concise and timely reports and correspondence.
- Prior experience creating and managing budgets.

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- Prior experience working for an SBDC program.
- Prior direct business consulting, training or teaching experience.
- Prior experience working within the small business community, economic development programs, and/or small business ownership.
- Prior experience working for an educational institution.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in business, economics, education, communications, or a closely related field; or an equivalent combination of education and experience. Master's Degree a plus.

- At least five years of management-level experience.
- Must possess a valid California driver's license.
- Must be able and willing to travel overnight multiple times per year.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to Chase Kerrigan at cck24@humboldt.edu

1. HSU application downloaded [here](#)
2. Cover letter
3. Résumé
4. Three professional reference contacts
5. [HSU SPF Employee Information Form for Applicants](#)

Application Review Date: Monday, March 4th, 2019 (open until filled)

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](#) or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.