



Job Description for

CHIEF INNOVATION OFFICER (CIO) / SMALL BUSINESS DEVELOPMENT CENTER (SBDC) DIRECTOR

OVERALL RESPONSIBILITIES:

Under direction of the Opportunity Stanislaus CEO, the Chief Innovation Officer (CIO)/ Small Business Development Center (SBDC) Director is responsible for the management of the Valley Sierra SBDC program serving Stanislaus, and Tuolumne counties as well as all other Entrepreneurship and Innovation programs at Opportunity Stanislaus (OS). The CIO/SBDC Director has complete authority over SBDC program budget, operations and personnel. The CIO/SBDC Director performs a wide variety of complex and specialized administrative, financial and management functions in order to support the successful operations of the SBDC's programs and objectives and all other Entrepreneurship/Innovation and Small Business programs of Opportunity Stanislaus.

MISSION of the Central CA SBDC Network:

To provide entrepreneurs and small businesses with high quality education, consulting, and the support and tools necessary to build successful sustainable businesses.

ESSENTIAL DUTIES:

- Accept responsibility for and manage the Valley Sierra Small Business Development Center (SBDC) operations throughout Stanislaus, and Tuolumne counties.
- Develop and manage an annual operating budget with multiple funding sources that meets the approval of the Opportunity Stanislaus CEO, the Central CA SBDC Network Director, CA Governors Office of Business and Economic Development (GO-Biz) and the US Small Business Administration (SBA).
- Develop and deliver a program that provides maximum benefits to SBDC clients and operates all Center activities within approved budget and follows Central CA SBDC Network Standard Operating Procedures.
- Provide Opportunity Stanislaus CEO, Central CA SBDC Network, the SBA, and other funders with timely financial and programmatic reports of Center activities and economic outcomes.
- Manage the daily activities of the SBDC staff and provide all support necessary so they perform at their highest level.
- Recruit and manage a team of business advisors and provide them with professional development and communications.
- Develop and maintain stakeholder and partner relationships.
- Participate in and organize director, staff, business advisor and strategic planning meetings.

- Secure new sources of funding to improve and develop the Valley Sierra SBDC and OS Innovation/Entrepreneurship programs by developing relationships and writing grants.
- Direct and oversee the marketing and communications of SBDC services to businesses, entrepreneurs and stakeholders within the two counties.
- Ensure that marketing and communications are appropriate and effective and follow all SBA, Central CA SBDC Network and OS branding guidelines.
- Work with both public and private business assistance departments, organizations and agencies to provide efficient delivery of SBDC services and disseminate relevant information about other business-related services and resources throughout the program area.
- Dedicate 10% of time to client consulting or training in entrepreneurial principles and practices including small business financing, operations and marketing.
- Assure that the SBDC delivers relevant and need-based business training, seminars, and workshops that leads to business success and documented economic impact.
- Document in Neoserra database that Valley Sierra SBDC training and counseling activities accomplish SBA, Central CA SBDC Network and OS milestones and economic outcomes.
- Provide all required documentation relating to Center consulting and training activities to the OS CEO, Central CA SBDC Network, SBA and appropriate Stakeholders as requested in a timely manner.
- Develop, coordinate and direct the management and delivery of all Entrepreneurship and Innovation programs at Opportunity Stanislaus (SBDC Host).

Ability to:

1. Understand and follow various Federal, State, local, and private grant requirements;
2. Work independently and collaboratively;
3. Exhibit leadership in management and planning;
4. Have knowledge and experience in project and program management;
5. Strategic thinker with proven ability to drive continuous improvement and results;
6. Operate general office equipment at an efficient and high level of competence;
7. Proficient knowledge of Microsoft 365 and google programs;
8. Work under pressure to meet multiple deadlines and timetables;
9. Listen actively and effectively;
10. Communicate effectively orally, in writing and through electronic media;
11. Understand and comply with all Federal and State regulations applicable to the SBDC as well as the Central CA SBDC network and OS (host) policies and procedures;
12. Organize and accurately maintain all files within approved computer-based filing systems;
13. Organize and prioritize work in anticipation of needs and deadlines and work accurately with complex and flexible schedules;
14. Apply knowledge of proper English usage, grammar, spelling and punctuation;
15. Make mathematical calculations with speed and accuracy and apply knowledge of basic accounting skills;
16. Consistently apply professional principles of human interaction with a positive attitude;
17. Establish and maintain cooperative working relationships with other OS departments, staff, business advisors, clients and the community using tact, patience and professionalism;
18. Ability to network and build effective business partnerships;
19. Ability to respectfully manage people in a diverse, professional office environment;

20. Demonstrate clear evidence of sensitivity to and understanding of the diverse socioeconomic, cultural, disability and ethnic backgrounds of clients, staff, stakeholders and community members;
21. Must have sufficient computer knowledge and skills allowing for the maintenance and preparation of all required documentation, communication and record keeping fulfilling all of the duties as described above.

MINIMUM REQUIREMENTS:

Experience

Must have at least four year's business administration or public agency management experience that includes knowledge of budgeting, personnel, marketing, record keeping, and supervision sufficient to fulfill the job duties described above. Significant experience consulting with and especially operating and/or managing a small business is desirable.

Education

The SBDC Director must have a 4-yr. degree in business administration/management, public administration, or a business-related field from an accredited college program that provides the candidate with sufficient knowledge and qualifications to adequately fulfill the job duties described above. A Master's degree in these areas is preferred. Knowledge of QuickBooks is a plus.

PHYSICAL CHARACTERISTICS/REQUIREMENTS:

Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reaching, bending, and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking English to communicate and provide information to others; vision to read printed material and computer monitor. Must have valid CA driver's license, auto insurance and ability to travel to meetings and client locations within the two-county service area. Must be willing to travel and attend meetings, seminars, conferences and professional development opportunities within Central Ca SBDC Network and throughout the U.S. as necessary to successfully perform in this position.

Appropriate accommodations will be made for otherwise qualified individuals to comply with ADA.

SALARY:

\$90,000 minimum annually based on qualifications and experience

APPLICATION INSTRUCTIONS:

Submit resume and cover letter to kwinders@opportunitystanislaus.com

Application deadline is 3-1-2021