



JOB POSTING

TITLE: Director – Northwest Colorado Small Business Development Center

TODAY'S DATE: August 15, 2016

STATUS: Contract Position (no benefits)

SALARY: \$55,000 - **this is a contract position- no benefits will be provided**

- Potential for incentive bonus pay based on fundraising capabilities

TYPICAL HOURS WORKED: 8A-5P, M-F; some early morning, evenings or weekends will be required.

REPORTS TO: State SBDC Director, Colorado Office of Economic Development and International Trade

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mountain College – Dillon Campus, 333 Fiedler Ave, Dillon, CO 80435: Travel is required to service assigned region and other parts of Colorado for state meetings. Some out of state travel required.

CLOSING DATE FOR APPLICATIONS: September 20th or until filled

POSITION SUMMARY:

The Northwest Colorado Small Business Development Center (SBDC) provides business consulting and training/educational courses throughout the ten county area including the following counties: Eagle, Grand, Jackson, Pitkin, Summit, Clear Creek, Moffat, Garfield, Routt, and Lake. The SBDC's mission is to help existing and new businesses to grow and prosper. The Northwest Colorado SBDC Director provides leadership and oversight for the development, implementation, and operations of the Northwest Colorado Small Business Development Center (SBDC). This position reports to the State Director - SBDC Network within the Colorado Office of Economic Development and International Trade.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Business or relevant field
- Minimum of two years of experience in professional consultation with measurable results in business development or 3 to 5 years of successful business ownership or management
 - Business and marketing plan development
 - Market research and analysis
 - Marketing and business advertising techniques
 - Budgetary principles and practices
- Excellent oral and written communication

- Commitment to outstanding customer service
- Exceptional interpersonal skills
- Ability to plan, organize and evaluate programs
- Experience developing and managing a budget
- Demonstrated experience maintaining cooperative working relationships with businesses and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds
- Ability to perform under the pressure of deadlines and other administrative demands
- Valid driver's license

PREFERRED QUALIFICATIONS:

- Master's degree in business or relevant field
- Experience with training, supervision, and evaluation of staff
- Experience conducting or facilitating trainings
- Experience working with a Small Business Development Center Network
- Experience with the development and implementation of a strategic plan

Skills:

- Aptitude for project management and completion
- Strong understanding of financial and cash flow analysis
- Functional and technical business acumen
- Managerial abilities to measure work volume, delegate, direct and motivate
- Composure and flexibility
- Ability to write and speak articulately
- Excellent planning and implementation skills
- Innovative and creative minded
- Self-motivated
- Ability to coordinate several simultaneous projects
- Results driven, composed, informative, manages and measures work and ability to direct and motivate others
- Ability to function within a team and be sensitive to the needs of culturally diverse individuals

RESPONSIBILITIES:

Vision and Strategy

- Create and update the detailed Northwest Colorado SBDC Strategic Plan and Balanced Scorecard
- Plan the overall direction and results of the NW Colorado SBDC, ensuring that the plans are tied to the execution and implementation of the SBDC mission, Colorado SBDC Network, and the State of Colorado goals and objectives
- Align the SBDC policies and procedures with the SBA regulations, the ASBDC Certification criteria, the Colorado SBDC Network Lead Center and the State of Colorado
- Champion the SBDC brand in cooperation with the local Economic Development Organizations (EDOs) and the Chambers of Commerce in Northwest Colorado, the Colorado SBDC Network Lead Center and the State of Colorado
- Ensure programs and services are aligned with local small business needs

Consulting

- Offer initial consulting to new clients, and continuing consulting if necessary, and determine the appropriate advisor in the Business Advisor Network to address their business needs
- Develop a quality network of business advisors and assign them to clients as appropriate
- Maintain records of consulting activities offered by the NW Colorado SBDC and related client success measurements

Administration

- Assess staffing resources and plan changes necessary to carry out the SBDC Mission
- Work with State Director - SBDC Network to assure SBDC compliance with applicable regulations and to negotiate and implement annual performance goals
- Develop and manage the SBDC annual budget
- Work with host institution on compiling and providing detailed back up documentation for the monthly reimbursement requests
- Supervise staff, contractors, and volunteers

Program Management

- Effectively manage and implement regional and statewide special focus programs
- Work with other Center Directors to implement new programs at select Centers statewide
- Maintain relationships and communications with key partners
- Coordinate the delivery of business training programs which reflect the needs of small business owners and the Chamber of Commerce members
- Provide leadership in the development and review of small business training programs & curricula

Partnerships

- Develop and maintain close working relationships with community stakeholders, sponsors and partners in order to achieve the goals of the SBDC and regional EDOs
- Develop and maintain close working relationships with local small business and professional organizations, colleges, accelerators, incubators, resource partners and other organizations serving small businesses
- Maintain active presence / visibility with funding partners including the SBA, the State, local governmental entities, colleges and private sector supporters

Resource Development

- Identify and cultivate relationships with key strategic partners and sponsors
- Develop, procure and maintain close working relationships with private and public sponsors
- Ensure the effective and efficient use of resources
- Conduct fundraising efforts to procure grant cash match requirements as well as procure general donations to ensure the sustainability of the program.

Supervision

- Provide management and training of full-time and part-time staff, consultants, contractors, and volunteers

Work Conditions:

- Typical 8:00 a.m. to 5:00 p.m. office environment or as needed
- Early mornings, evenings, or weekends may be required

- Regional travel will be required to provide consulting and training services.
- State and national travel will be required as part of a network of service providers

Application Process:

Please submit the following, either electronically or via mail, no later than September 20, 2016

1. A letter of interest that addresses the required qualifications skills, and responsibilities
2. Resume
3. Contact information of three current professional references

Send application materials to:

Joey Jenkins
Grant and Program Manager, Colorado SBDC Network
Colorado Office of Economic Development and International Trade
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