Foothill-De Anza Community College District

Director, Small Business Development

Department: Professional and Workforce Development
College: De Anza

Date: July 2005

POSITION PURPOSE

Reporting to the Director of Professional and Workforce Development, supervise and administer the Silicon Valley Small Business Development Center (SV SBDC). Respond to clients, collaborators, and partners; perform direct training and counseling functions for the SV SBDC; provide counseling for small business owners regarding successful start-up and management of a small business; recruit, select, and evaluate small business counselors and trainers.

NATURE and SCOPE

This position is responsible for developing and administering budgets; developing and implementing training programs; responding to client needs; fulfilling grant reporting duties; contracting with client organizations, meeting staffing needs to support the organization; hiring new staff.

KEY DUTIES and RESPONSIBILITIES

1. Develop, manage and administer the SV SBDC program and budget.
2. Develop and implement marketing and outreach activities throughout the SV SBDC region to establish, coordinate, and enter into cooperative and participation agreements with private sector initiatives in order to leverage SBDC counseling services, technical assistance and training.
3. Determine the needs of the local small business community to develop effective SV SBDC services.
4. Coordinate and leverage the resources of community small business organizations and agencies to provide a comprehensive assistance delivery system. Develop agreements with participating organizations and agencies.
5. Develop, implement and facilitate SBDC training courses, seminars and conferences for small business owners and managers.
6. Prepare and submit requests for reimbursement, budget amendments, contract closeout reports, and quarterly and annual program reports to the California SBDC Control Center and the regional SBDC Lead Center.
7. Provide in-depth, high quality, one-on-one business counseling and specialized training to business owners and prospective business owners.
8. Maintain communication with the California SBDC Program and attend all statewide and national meetings.
9. Hire, train and evaluate staff to ensure successful and accountable program results.
10. Support, implement, and promote compliance with the District’s Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
11. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
EMPLOYMENT STANDARDS

Knowledge:
1. US Small Business Administration and Small Business Administration loan programs.
2. Small Business Development Center programs.
3. Small business development and the policies, regulations, and funding sources related to small business development.
5. Economic and Workforce Development programs.
6. Budget development, personnel selection and program evaluation.
7. Principles of leadership, management, and supervision.

Skills and Abilities:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing; including writing and explaining complex proposals and presentations.
3. Lead, advocate and network in the interest of the program.
4. Strong supervisory skills.
5. Proven leadership management

Experience and Education:
1. Master’s degree in a related field preferred, Bachelor’s degree required.
2. One to three years of experience in the administration of business development programs; experience administering and operating grant-funded programs, especially in a California Small Business Development Center.

Range: G
EEO-Category: H-11