

## FULL TIME POSITION

### Imperial Regional Alliance

**Position: DIRECTOR OF SMALL BUSINESS DEVELOPMENT CENTER**

**Location: IMPERIAL COUNTY, CALIFORNIA**

**Application closing date: January 13, 2021**

**Start Date: January 25 or February 1, 2021**

The San Diego and Imperial Business Development Center Network is currently hiring for the position of SBDC Center Director.

### **SUMMARY JOB DESCRIPTION**

Under the general direction of the Regional Director of the San Diego and Imperial Small Business Development Center Network and the Imperial Regional Alliance, plan, organize, manage, and coordinate the operations and activities of the Imperial Valley Small Business Development Center (IVSBDC); assume responsibility for planning, developing, marketing, and overall administration of the IVSBDC in accordance with the goals and objectives of the Imperial Regional Alliance, the California Chancellor's Office, California Community Colleges (COCCC), the U.S. Small Business Administration (SBA) Small Business Development Center Program, and the Southwestern College SBDC Lead Center; develop programs to meet the specific technical assistance and training needs of the small business community; act as a liaison with both public and private sector small business assistance organizations; and provide the overall coordination of direct small business services within the Imperial Valley service area.

### **REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plan, organize, direct, and coordinate the programs and services of the Imperial Valley Small Business Development Center (IVSBDC).
- Plan, direct, and coordinate the work of assigned staff; supervise business consulting, administrative and clerical staff assigned to the IVSBDC.
- Establish formal cooperative agreements and small business programs with public and private sector individuals and/or entities to provide direct technical assistance and training opportunities for small businesses.
- Raise funding to support and grow the organization and its annual budget through presentations and funding requests with various lending institutions as well as public and private agencies.
- Assume responsibility for preparation and submission of periodic reports, grant proposals, and other program applications related to small business development and international trade.
- Represent the SBDC on various community, statewide, and national/international committees as well as at various meetings and conferences related to small business programs and services.
- Maintain an Advisory Board and schedule regular meetings.
- Develop fee-based, seminars and classes to meet the specific needs of the small business sector.
- Provide in-depth one-on-one consulting to small business owners and managers as well as entrepreneurs.
- Develop, coordinate, and implement an overall marketing plan to promote the SBDC and its services to small businesses.
- Implement project objectives and activities to meet contract conditions.
- Establish an operational strategy and metrics to track and evaluate: execution of annual goals (IVSBDC), budget and customer service.

### **KNOWLEDGE AND ABILITIES:**

- General business practices, financing, and financial analysis.
- Marketing Principles and practices.
- Pertinent federal, state, and local laws, codes and regulations including pertinent provisions of the laws affecting small businesses in California and international trade regulations.
- Contract negotiations and management principle and practices.
- Principles and practices of budget preparation and administration.
- English usage, spelling, grammar, and punctuation.
- Advanced oral and written communication skills.
- Public speaking techniques. Interpersonal skills using tact, patience, and courtesy.
- Modern office procedures, methods, and equipment including computers and applicable software.
- Ability to manage, direct, and provide effective leadership to the Imperial Valley Small Business Development Center.
- Bilingual preferred.
- Facilitate inter-organizational cooperation. Prepare and administer an operational budget.
- Interpret and apply applicable federal, state, and District policies, laws, and regulations as they apply to small business development.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Coordinate activities for small business development.
- Communicate with small business owners and small business service providers in both public and private sectors as well as with civic leaders.
- Prior Business Experience is a plus

**BACKGROUND AND SCREENING**

Valid California driver's license and a clean driving record.  
Ability to pass drug upon successful background check  
Provide credit report

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: a Bachelor's degree with a major in business administration or closely related field and four years of experience in the management of programs in small business, international trade, or economic development.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work outside normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**COMPENSATION**

\$40,000-48,000 per year plus benefits 1st year dependent on budget

Please email resume to [tim@ivedc.com](mailto:tim@ivedc.com) any correspondence should be addressed to;  
Board of Directors of Imperial Regional Alliance.

Timothy E. Kelley  
Chief Executive Officer, Imperial Regional Alliance