



10-23-2009

POSITION ANNOUNCEMENT

TITLE: DIRECTOR
DEPARTMENT: LEAD SMALL BUSINESS DEVELOPMENT CENTER
HOURS: 8:00 a.m.-5:00 p.m., Monday-Friday
STARTING SALARY RANGE: \$7,917 – 10,000 per month plus benefits
FLSA STATUS: Exempt

POSITION SUMMARY:

Under the direction of the Dean of the Mihaylo College of Business and Economics, the Lead *SBDC* Director will be responsible for programmatic and fiscal oversight of the Santa Ana Region SBDC Network. The Director will implement the goals and objectives of the Lead SBDC and the regional expectations for its three sub centers. The Director will head all regional initiatives including regional marketing, strategic plan development, ASBDC Accreditation, and matching fund development. Serve as a member of the California SBDC Network and will oversee a small Lead Center staff, including the Analyst who is in charge of fiscal and programmatic compliance and reporting. The Director will also oversee and work to enhance the services provided by the three sub centers; develop a close relationship with the Santa Ana District SBA Office as well as the national office and the Lead SBDC's throughout the nation.

DUTIES AND RESPONSIBILITIES:

1. Implement all policies and procedures of the SBA and the SBA's Office of Small Business Development Centers (OSBDC) related to the Santa Ana Lead SBDC Region.
2. Implement all policies and procedures of ASC related to the administration of the SBA contract.
3. Develop and implement a region-wide strategic business assistance plan providing a high quality level of **a)**one-on-one business consulting **b)**a diverse mix of business seminars and training events **c)**research support services **d)**advocacy on behalf of the small businesses located in the Santa Ana Region.
4. Provide general oversight and direction for the development and dissemination of informational and/or promotional materials and websites for the Lead Center and the three sub centers.
5. Write contracts and proposals to secure external financial and in-kind support. Lead sub centers in their efforts to develop and maintain a broad base of substantial external funding support from a variety of public and private stakeholder partners, and management of these partnerships and resources including tracking of in-kind support.
6. Responsible for operations and support of a Management Information System to report and analyze detailed client data and program accomplishments. Assure that all sub centers provide full and complete data to the MIS in a timely manner. Compile and deliver consolidated reports required by contract.

7. Select, train, and manage high quality professional and administrative staff to carry out the operations and program goals of the Lead Center.
8. Establish performance goals for each of the Service Centers of the Santa Ana Region. Monitor, assess, and report performance in relation to the Region's overall strategic plan.
9. Understand and implement all policies and procedures of the Association of Small Business Development Centers (ASBDC) related to accreditation. Oversee the ASBDC accreditation process and assure timely, successful reaccreditation.
10. Build relationships and provide services to a diverse cultural, ethnic, and social constituency.
11. Develop meaningful and productive linkages with higher educational institutions within the Region.
12. Prepare and manage an approved financial budget for the Region.
13. Use evaluation methods and quality control techniques to assure high-quality direct program service delivery in the Region.
14. Maintain a positive and productive working relationship with the Santa Ana District SBA Office, the national SBA Office, the California SBDC Network of Lead Centers, and the ASBDC.

MINIMUM QUALIFICATIONS:

1. Three to five (3-5 years experience in business consulting, management, business ownership.
2. Demonstrated ability to effectively advise and counsel businesses about financial planning, marketing, research and other services designed to improve the productivity, management and overall success of small businesses.
3. (Preferred) experience in working with, and managing programs of the U.S. Small Business Administration, U.S. Department of Commerce, or other State or local business assistance programs.
4. Demonstrated ability to establish and maintain a working relationship with the public and community constituents.
5. Program management experience, including resource management and general administration. Proven skills in effectively planning and coordinating multiple programs and activities. Ability to independently assume responsibility and take initiative for establishment of programs.
6. Strong personnel supervision background required
7. Demonstrated ability to develop a business plan including a financial plan, marketing strategy, and productivity plan. The position requires a complete and thorough understanding of small business operations, budget and finance, personnel, and training and development.
8. Advanced knowledge of grant management
9. Demonstrated oral and written communication skills with experience in facilitating group process.
10. Cultural competency to build relationships with a diverse cultural, ethnic, and social constituency.
11. Well developed analytical and problem solving skills.
12. Demonstrated knowledge of evaluation methods and quality control techniques

13. Demonstrated computer competency necessary for managing operation of business systems, including a strong understanding of computer technology, website development, and the use of on-line applications
14. Perform effectively under the pressure of deadlines and other administrative demands.

EDUCATION:

Masters Degree from an AACSB accredited college or university program in business administration, or BA in business administration and an advanced degree in a related field, or BA in business administration plus five years or more sufficient and progressively responsible experience.

PROGRAM INFORMATION

Under a cooperative agreement with the U. S. Small Business Administration, California State University Fullerton's Auxiliary Service Corporation provides leadership and direct delivery services to business owners and entrepreneurs in three counties -- Orange, Riverside, and San Bernardino -- collectively known as the Santa Ana Region. As one of six regions in California, the Santa Ana Region Lead SBDC assists and oversees the three SBDCs in the Region as they provide business counseling, training, financial planning, marketing, research and other services designed to improve the productivity, management and overall success of small businesses. Catering to regional issues, The Santa Ana Region Lead SBDC also works with the SBA and other community and business organizations to identify key regional growth industries and to expand small business development opportunities for women and minorities, with an emphasis on the Spanish-speaking and Southeast Asian populations.

Continuation in this position is contingent upon satisfactory performance and annual SBA contract renewal.

BENEFITS:

Health, health care flex plan, dental, vision, life, LTD, education reimbursement, retirement (eligible upon completion of (2) two years of employment with ASC or (2) years prior service with higher education institution), vacation, and sick leave. All benefits are administrated according to Policies, Summary Plan Descriptions or Procedures. *ASC reserves the right to discontinue or modify any benefit offered by ASC.*

**APPLICATION
PROCEDURE:**

Submit a letter of interest, detailed resume and the names and contact information of three professional references to:

CSU Fullerton Auxiliary Services Corporation
Human Resources Department
2600 E. Nutwood Ave., Suite 275
Fullerton, CA 92831

AND

Electronic application preferred.

E-mail to grusso@fullerton.edu

**APPLICATION
DEADLINE:**

Wednesday, November 25, 2009

All application materials must be received by **5:00 PM**.
Only complete application materials will be accepted.

CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN AFFIRMATIVE
ACTION/EQUAL OPPORTUNITY EMPLOYER