Director, Alameda County SBDC

Position Announcement | Director, Alameda County SBDC

**POSITION DESCRIPTION**

The Director, SBDC is responsible for planning, developing, implementing and evaluating programs designed to provide counseling and training to small business owners throughout Alameda County. Work includes publicizing program, developing local contacts, recruiting and supervising staff and fiscal program administration.

**Position Responsibilities:**

* Plan, develop, implement, and evaluate counseling and training to small business owners in a sub-center operation
* Assist small businesses in solving problems concerning operations, manufacturing, engineering, technology exchange/development, personnel administration, marketing, sales, merchandising, finance, accounting business strategy development, and other activities required for small business growth and expansion, innovation, increased productivity, and management improvement
* Maintain a positive working relationship and open communication with the financial and investment communities, Chambers of Commerce, Economic Development entities, local and regional small business groups and associations to help address the varied needs of the small business community
* Recruit, supervise, train and evaluate a diverse staff to assist in fulfilling program goals and objectives
* Prepare and manage a budget within the approved guidelines of external agencies and Main Street Launch
* Prepare proposals to, and elicit funds from, outside sources including the annual proposal for Small Business Administration (SBA) Grant funds
* Develop and implement methods of publicizing deliverables to attract clients and support from community business and industry leaders
* Maintain current knowledge and information concerning federal, state, and local regulations that affect small businesses, and counsel small businesses on methods of compliance
* Maintain a comprehensive library of print and online resources that contains current information and statistical data helpful to small business development and prosperity
* Communicate regularly and maintain relations with state and federal legislators and/or their representatives
* Attends all SBDC Regional functions and represents Alameda SBDC on Regional Level

**BENEFITS**

All full time employees are eligible for generous medical, dental, vision, paid time-off and 401(k) benefits.

**QUALIFICATIONS**

* Master’s degree or higher with emphasis in training, marketing or business plus three years of related experience or Bachelor’s degree or higher in marketing or business plus five years of experience in materials development, marketing and management required.
* At least 5 years of previous experience in supervision required.
* Valid Driver’s License and insurance required

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Knowledge of learning theory, perceptual and emotional forces present in the learning process and the conditions that affect individual learning and change
* Knowledge of current developments in the area of small business management, with the ability to maintain knowledge of new developments
* Knowledge of ethical business and governmental practices
* Skill and ability to apply public relations principles, practices and techniques for creating goodwill for an organization with groups of people who can affect its present and future success.
* Skill and ability to use current technology
* Skill to identify goals and develop strategic plans
* Skill to perform effectively in interpersonal situations
* Skill to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry
* Ability to deal effectively and fairly with a variety of individuals in a courteous, professional manner
* Ability to clearly and effectively present ideas in small and large group settings
* Ability to formulate program goals and objectives and to identify appropriate activities and/or functions to meet these objectives
* Ability to utilize computer technology to access information, maintain records, generate reports and communicate. Proven oral and written communication skills to support interaction with individuals from other organizations, state and federal agencies and members of business and industry.

**ENVIRONMENTAL CONDITIONS**

The work environment characteristics and physical effort described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent travel locally. Typically works in an office setting with adequate lighting and ventilation and normal range of temperature and noise level. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 15 pounds with or without assistance.

**ABOUT US**

Since 1979 we have empowered small business owners in the Bay Area, beginning in Oakland and expanding to serve San Francisco and veteran-owned businesses in California. Through our core services we help small businesses expand in size, increase their profits, and reach their goals. We are honored to work with successful, innovative, and community-oriented entrepreneurs. **We believe in the power of entrepreneurship to transform lives and communities.** In the last 10 years we closed 629 loans that totaled more than $45 million. Our borrowers have created thousands of new jobs in the Bay Area. **Our vision is to empower small business owners to succeed, transforming their lives and helping their communities thrive.**

**How to Apply:**

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to [careers@mainstreetlaunch.org](mailto:careers@mainstreetlaunch.org) with “Director – Alameda County SBDC” in the email subject line.

***Main Street Launch will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.***