



DEPUTY DIRECTOR, KERN COUNTY WOMEN'S BUSINESS CENTER

Contact: Nora Dominquez, Regional Director, University of La Verne 661-861-6802 or
Chuck Jehle, Director, Mission Community Services Corporation (MCSC) 805-595-1357
Location of Workplace – Bakersfield, CA

Summary of Position

Mission Community Services Corporation (MCSC) is seeking a visionary and resourceful leader to fulfill the role of deputy director for the MCSC Kern County Women's Business Center (WBC).

The deputy director will collaborate closely with businesses, government agencies, sponsors, and grantors to leverage and nurture the extraordinary entrepreneurial spirit of Kern County. The deputy director will help create and work with an Advisory Board for the Kern WBC; and will report to the MCSC board of directors through Executive Director Chuck Jehle. This position will also champion the mission of MCSC and its programs and services and provide backup services to the director.

The function of the Women's Business Center is to offer a variety of classes, workshops, events and programs targeted toward encouraging and facilitating the creation of new small businesses and the growth of emerging ventures to enhance economic development, and job creation. Our emphasis is on women, minorities and the underserved low to moderate income target market.

The deputy director will be the lead in opening the MCSC Women's Business Center for Kern County, to be located in Bakersfield, CA. The deputy director will be instrumental in raising funds for, and for carrying out programs, classes and consulting objectives in Kern County, in both English and Spanish.

This is a high visibility position and requires a person that can network effectively, manage grants, programs, consultants and staff, and raise funds for the center. The ability to write successful grant proposals is required.

Minimum Preferred Requirements

Bachelor's degree preferably in business or a related field and at least five years of operational management experience, preferably with a non-profit. Prior entrepreneurial experience and knowledge of the region's business and entrepreneurial environment are highly desirable. Required skills and attributes include:

- Solid experience in business development
- Demonstrated ability to effectively collaborate with multiple constituents.
- Excellent interpersonal and communication skills
- Strong operational and project management focus
- Financial acuity and budget management
- Understanding and successful experience with the fund-raising processes
- Hands on experience writing and administering grants
- Experience with and ability to hire and manage staff
- Ability to research and hire independent consultants and instructors, both English and Spanish, to carry out the program and achieve milestones promised to funders and grantors.
- Experience with successful data capture methodology and reporting to meet requirements of the SBA and various grantors.

Preferred Qualifications

- Bachelor's degree, preferably in business, marketing or a related field
- Knowledge and respected working experience with non-profits, county, city and educators in Kern County
- Working knowledge and experience with SBA programs including SBDC, WBC or SCORE desirable
- Excellent command of the English language both spoken and written; bilingual English/Spanish desirable
- Proficiency with Microsoft office products: Word, Excel, PowerPoint, Publisher
- Excellent attention to detail
- Successful grant writing experience

Other

- This is a full time exempt position
- Reliable transportation is required
- Ability to consult, teach classes and workshops, and work evenings
- Travel is required within Kern, and to San Luis Obispo or Monterey Counties/other as deemed necessary to fulfil job needs, including possible annual WBC convention
- Possible attendance at annual out of state Association of Women's Business Centers conference
- A full listing of functional baseline duties will be provided
- Months Per Year - 12 Months
- Position Type – Permanent, based on funding
- Salary depending on experience and in alignment with non-profit mission, generous benefits package
- Start Date – December 2018

Primary Function of Organizational Unit

The deputy director will direct the Mission Community Services Corporation (MCSC) Women's Business Center(WBC) for Kern County. The WBC's mission is to assist low to moderate income individuals to start or grow a business, with special emphasis on women, minorities and veterans. Most WBC clients are solo-entrepreneurs or small businesses, under 10 employees. The WBC is partially funded by the SBA and requires stringent record keeping and reporting, as well as the raising and administering of cash match.

Collaborative Information

The Mission Community Services Corporation (MCSC) Women's Business Center works closely with the University of La Verne in Bakersfield. This position will continue to develop the working relationship between the two with the future opening of a CIE in mind.

EEO Statement

We actively foster a diverse and inclusive working and learning environment and are an equal opportunity employer. Qualified men and women from all racial, ethnic or other minority groups, protected veterans, and individuals with disabilities are strongly encouraged to apply.

How to Apply

- Send Resume, Cover Letter, and 3-4 Relevant Professional References by November 7th
- Email concurrently to: Chuck Jehle, MCSC Director, chuckj@mcscorp.org; Nora Dominguez, University of La Verne Regional Director, ndominguez@laverne.edu