

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

SBDC Director

(Small Business Development Center)

PAY - \$72,500

JOB TYPE - Full-time

DEADLINE - First review 11-16-23
Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - CTE

REPORTS TO - Dean of Career &
Technical Education

Reporting to the Dean of Career and Technical Education, the SBDC Director assumes a highly responsible and complex leadership role in planning, managing, and executing programs within the Small Business Development Center and fosters innovation and strategic partnerships. The incumbent ensures that SBDC networking encourages innovation and collaboration with all Treasure Valley Community College departments, economic development, and strategic partnerships, adhering to best practices emphasizing outreach and efficiency. This role is a crucial link between the college, the business community, community partners, state and regional SBDC offices, and federal agencies, facilitating economic development by assisting small business owners.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Business Administration, Entrepreneurship, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties.
2. At least three years of progressively responsible experience in small business development, economic development, or related fields.
3. Strong leadership and managerial skills, with a proven track record of successfully leading teams and managing complex programs.
4. Excellent communication and interpersonal skills, with the ability to foster strong partnerships and collaborations.
5. Knowledge of budget management, grant writing, and contract administration.
6. Experience working with diverse backgrounds of the college community, students, faculty, and staff, demonstrating commitment to promoting access and diversity.

DESIRED QUALIFICATIONS

1. Master's degree in Business Administration, Public Administration, or a related field.
2. Experience working with community colleges or educational institutions in a similar capacity.

3. Experience with prior small business advising.
4. Familiarity with SBDC operations and procedures, including federal and state SBDC guidelines.
5. Demonstrated success in securing external funding, grants, or partnerships for program expansion.

ESSENTIAL FUNCTIONS

1. Develop strategic plans to enhance the SBDC's impact and outreach, fostering innovation and collaboration within the college and the broader community.
2. Foster strong partnerships and collaborations with local businesses, economic development organizations, and relevant government agencies.
3. Provide guidance and support to small business owners seeking assistance from the SBDC, offering resources, training, and counseling as necessary.
4. Supervise and mentor staff within the SBDC.
5. Oversee the management of SBDC budgets, grants, and contracts, ensuring prudent financial stewardship and adherence to all relevant regulations and policies.
6. Coordinate and facilitate educational events, workshops, and training programs to enhance the business skills and understanding of the local entrepreneurial community.
7. Cultivate a culture of continuous improvement and innovation within the SBDC, encouraging staff to remain abreast of industry trends and best practices.
8. Collaborate with external stakeholders to secure additional funding, resources, and partnerships to expand the SBDC's impact and reach.

ADDITIONAL DUTIES

1. Represent TVCC at relevant industry conferences, seminars, and networking events.
2. Generate and maintain comprehensive reports on the SBDC's activities, impact, and outcomes for internal and external stakeholders.
3. Ensure compliance with all relevant state and federal regulations, guidelines, and reporting requirements.
4. Engage in professional development activities to stay updated with the latest trends and advancements in the small business development sector.
5. Actively participate in local and regional workforce boards and cooperatives, including but not limited to the Eastern Oregon Workforce Board, Malheur County Economic Development, and Ontario Chamber of Commerce.
6. Serve as a small business liaison between each TVCC center, including Caldwell and Burns.
7. Participate in Career and Technical Education Industry Advisory Committees as assigned by the Career and Technical Education Dean.
8. Other duties as may be assigned.

TERMS OF EMPLOYMENT

This is a full-time, Professional, Grant Funded, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position.
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures. The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839. Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.