

University of Colorado at Colorado Springs

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Job description:

Director
Small Business Development Center of Colorado Springs
College of Business
Position Number: 00450104
2119- Director

Nature of Work:

The Small Business Development Center (SBDC) is sponsored by the University of Colorado at Colorado Springs and provides services and information to small businesses in El Paso and Teller Counties. The Director provides business counseling and training directly to clients, as well as coordinating the work of volunteers. The Director is also responsible for developing strong relationships with the business, economic development, university, and military veteran communities. Salary is aligned with Federal guidelines for SBDC Directors. The Director reports to the Dean of the College of Business and has matrix responsibility to other community entities.

Professional Field:

Director

Supervision Received:

Position is supervised by the Dean.

Supervision Exercised:

Position may supervise other staff or student employees.

Examples of Work Performed:

- Actively obtain favorable publicity and recognition for the SBDC in the geographic service area
- Provide leadership and coordination for short and long range planning in all program areas across geographic service area
- Aggressively seek options for fundraising to increase the deliveries in the service area.
- Determine the needs of the local small business community and meet those needs through consulting, business training and other services and measure the impact of services provided to ensure those needs are being satisfactorily met
- In conjunction with the Lead Center, partner with the Small Business Administration (SBA).
- Proactively partner with other local service providers such as SCORE and the Greater Colorado Springs Chamber of Commerce to strengthen working relationships to better serve the local small business community including strategies for the underserved population
- Proactively partner with companies providing services to small businesses serving the local community to strengthen community ties and resources available for SBDC clients
- Prepare annual operations budget and complete regular reports to State SBDC Director and host institution; Collect, develop and provide information as requested by the State Director for the use in quarterly and annual reports
- Assist the State Director in the development of statewide private and public sector initiatives to increase and improve services to the small business community
- Ensure efficient resource sharing between University, SBA, and the State of Colorado business community
- Duties as assigned

Knowledge, Skills, and Abilities:

- Ability to be a leader in the local and regional business community
- Promote, direct, and manage a program to a geographically dispersed client base
- Prepare and manage budgets
- Customize small business education programs to the community
- Develop diversified outreach assistance programs both culturally and economically
- Raise funds through resources which include sponsorship programs, donations, and grants
- Measure and evaluate the impact of program delivery to the geographic service area
- Demonstrate exceptional interpersonal, organizational, managerial and communication skills – written and oral
- Possess necessary computer skills

Minimum Requirements:

Bachelor's degree in business or another appropriate field and have appropriate business or administrative experience that demonstrates the knowledge, skills, and ability to complete examples of work to be performed as indicated above.

Preferred Requirements

A graduate degree from an accredited institution of higher education in a discipline supporting the mission of the College of Business. Experience working with organizations of economic development.

Salary Range:

\$55,000 - \$65,000

This position is also eligible for a non-base Merit Incentive pay. This non-base Merit Incentive pay is tied to revenue generating criteria that will be established within the first thirty days of employment. In accordance with Campus Policy 300-012, this salary is supported by the attached independent analysis conducted by Human Resources.

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Source of Funding:

Federal, State and Municipal
43100001

Background Checks:

All finalists for the position must consent to and pass a background investigation prior to final appointment. Background check includes license and educational verification, prior employment verification, criminal history, and sex offender registry check.

FLSA Exempt/Non Exempt

The University follows Fair Labor Standards Act (FLSA) regulations. For the purposes of FLSA this position has been determined to be exempt from (not eligible for) overtime under FLSA.

Recommendation

It is recommended that this position be exempted from the State Personnel system because the position meets the criteria outlined in C.R.S. 24-50-135 (1) (a) Professionals in academic and academic support positions.