



FRONT RANGE COMMUNITY COLLEGE
Westminster Campus
is inviting applications for

Small Business Development Center Director #200400

DATE OF NOTICE: March 6, 2011

CLOSING DATE: Application materials must be received by 4:00 p.m. on March 18, 2011. Application materials **MUST** be sent to the Human Resources office located at:

Front Range Community College
Boulder County Campus
Office of Human Resources
2190 Miller Dr.
Longmont, CO 80501
303-678-3804
303-223-3458 (Fax)

For application and information visit
www.frontrange.edu/employment.

POSITION: Full time Administrative

RESPONSIBILITIES: Provides leadership for the North Metro Small Business Development Center, actively manages day to day operations, and supervises staff. Counsels, trains, and assists small business owners / managers in business development, maturation, expansion and exit strategy procedures. Takes leadership role in providing State, County, and local government agencies with information and reports regarding small business needs assessments, concerns, support services, and successes. Works with the SBA, Colorado SBDC Network, SBDC Advisory Boards and other local/regional service providers to strengthen working relationships to better serve the local small business community. Collaborates with State, County, and local economic development organizations to determine and address the needs of small businesses in Adams County and Broomfield County. Develops and monitors program budgets and reports for quarterly and annual SBDC reports, Memorandum Of Understanding, and provides fiscal oversight for the Larimer County SBDC. Pursues grants, sponsorships, and other external funding sources for support of Center operations. Follows SBDC case management guidelines and provides timely reporting to Colorado SBDC network. Surveys clients quarterly regarding economic impact of services and tracks and reports outcomes to State and local stakeholders. Develops programming and support services for targeted industries and women, minority and veteran entrepreneurs. Recruits, evaluates, and coordinates volunteer and paid counselors and instructors. Develops marketing materials, class schedules, manages North Metro SBDC websites. Works with ICPD staff to coordinate services. Performs other duties as assigned.

QUALIFICATIONS:

Required: Bachelor's degree in Business, Organizational Management, or a related field. Three years experience as a business owner or similar applicable experience. Extensive knowledge of business ownership issues and practices. Ability to develop and maintain external partnerships. Strong interpersonal skills with ability to communicate effectively verbally and in writing with representatives from the public and private sector. Excellent project management skills with the ability to translate strategy into action.

Preferred: Five years experience as a business owner or similar applicable experience. Experience in a higher education environment. Experience with assisting Technology startups. Knowledge and/or experience of the requirements of starting and operating a business in Colorado. Experience with financing a small business venture. Training and counseling/advising experience. Experience with managing & reporting for federal and state grants.

LOCATION: Westminster Campus

STARTING SALARY Low \$50's

BENEFITS: Regular administrative positions receive paid annual and sick leave, group health, dental and life insurance with college cost participation, as well as a state retirement program.

SELECTION PROCESS: Preliminary screening will be made on the basis of completed application package submitted by candidate. Completed application package includes: letter of interest detailing experience as related to the position, FRCC application for Exempt Employment, resume, and copy of transcripts. All candidates, including current Front Range Community College employees must submit a complete application packet which includes all material listed above. Only **completed** application packets will move forward for screening. If hired, official college transcripts will be required. **Please review the job duties and minimum requirements carefully. It is your responsibility to demonstrate on your application that you meet all of the minimum requirements listed above to be considered. Failure to do so will result in your application being rejected.** Selected applicants will be

invited by the screening committee for interviews. All application materials become the property of Front Range Community College and cannot be copied. A separate application package must be submitted when applying for other positions at FRCC. **FRCC will conduct a criminal background check on selected candidate. Employment offers and continued employment are contingent upon receiving a satisfactory report.**

NOTICE TO APPLICANTS: The State of Colorado must comply with the Immigration Reform and Control Act 1986. If hired you will be required to provide documents within 3 days of hire date to show your identity & your authorization to work. This law applies to all persons hired. Effective 3/1/88, Colorado fiscal rules require Direct Deposit for all new employees. The State of Colorado fiscal rules require Direct Deposit for all new employees. Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application.

Front Range Community College has a strong commitment to the principles of diversity and welcomes responses from women, minorities, and persons with disabilities.