

SBDC Coordinator
Northwest Small Business Development Center

Description:

The Small Business Development Center (SBDC) is sponsored by the Colorado Mountain College-Summit Campus to provide services and information to small businesses from Dillon to Aspen (I-70 Coordinator and CMC service areas). The Coordinator provides a cohesive atmosphere for consultants to conduct counseling and training directly to clients, as well as coordinating the work of volunteers. The Coordinator is also responsible for fundraising, developing strong relationships with the business, economic development and university communities. This is a contract position and the Coordinator reports to the Colorado SBDC State Director.

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 the coordination of consulting, business training and other services and measure the impact of services provided to ensure those needs are being satisfactorily met
- Coordinate the Colorado Resource Centers (“one-stop shop for federal, state, and local resources through the SBDC)
- Proactively partner with other local service providers and the Chambers 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
- Work closely and effectively with paid and volunteer counselors
- Prepare annual operations budget and complete regular reports to the SBDC Lead Center and host institution
- Collect, develop and provide information as requested by the Lead Center 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 CMC, SBA and the business community
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Proven ability to be a leader in the community
- Promote, direct and manage a program to a geographically dispersed client base
- Grant and budget management
- 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
- Ability to create partnerships-coalition building 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 (e.g., Business or Higher Education). Experience working with economic development organizations.

Pay Range:

\$35,000 - \$45,000

This is a contract position. The position is also eligible for a non-base Merit Incentive pay. This non-base Merit Incentive pay is tied to revenue and fundraising generation criteria that will be established within the first thirty days of employment.

Source of Funding:

Federal, State, Higher Education and fundraising through local partnerships

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.

Interested candidates should submit a cover letter and resume via email to:

*Sara Knudsen, Special Projects Manager
Colorado SBDC Network
1625 Broadway, Suite 2700
Denver, CO 80202
sara.knudsen@state.co.us*