

POSTING DATE: January 7, 2008

POSTING NO: 07M003-EA

MINORITIES, WOMEN, PERSONS WITH DISABILITIES, BILINGUAL PROFICIENCY AND/OR MULTICULTURAL EXPERIENCE
ARE STRONGLY ENCOURAGED TO APPLY

NOTICE OF VACANCY

POSITION: State Director
Full time 40 hours week

DIVISION: Oregon Small Business
Development Center Network

CLASSIFICATION: Management Administrator

STARTING DATE: On or about May 1, 2008

JOB PURPOSE: To provide leadership, funding advocacy, and contract oversight for the 19 community college and university-based Small Business Development Centers in Oregon (SBDC).

**ESSENTIAL
FUNCTIONS:**

- Provide leadership to the network of nineteen Small Business Development Centers.
- Secure funding and administer contracts from State and Federal funding partners.
- Secure private foundation funding and corporate sponsorships that match Oregon SBDC Network mission and goals.
- Develop SBDC performance standards; monitor SBDC performance to understand the nature of the network and to translate performance findings into priorities for improvement and innovation.
- Ensure compliance with federal and state funding regulations.
- Provide leadership to acquire and maintain Association of Small Business Development Centers (ASBDC) certification.
- Establish a regular and effective schedule of communication and advocacy with major funding partners including college and university presidents and federal and state agency representatives, as well as other important constituencies such as SBDC Directors, private funding representatives, federal and state legislators, and other organizations serving businesses.
- Develop and maintain support and cooperation from consortium colleges and universities, including negotiating and executing annual subcontracts with these institutions for the operation of OSBDC Network center programs.
- Build public/private coalitions that strengthen SBDC services to small businesses.
- Plan, develop, and oversee budget.
- Develop and deploy a comprehensive statewide marketing plan that effectively promotes the SBDC services to business owners and to stakeholders.
- Encourage and use the appropriate applications of technology to enhance system efficiency and effectiveness.



- Model and ensure diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of race, religion, ethnicity, gender, social class, sexual orientation, ability, nationality, age, language, origin, or employment status.

OTHER FUNCTIONS:

May include, but are not limited to the following:

- Represent the OSBDCN and Lane Community College at local, state, and national meetings.
- Participate in the Association of Small Business Development Centers.
- Help to secure new resources and tools for SBDC's.
- Participate in hiring decisions for key Small Business Development Center positions.
- Develop small business and industry statistics for use by SBDC's and others to help establish strategic objectives.
- Maintain and actively work with the Oregon SBDC State Advisory Council.
- Supervise and direct activities related to the sale of OSBDCN publications and other program income generating activities.

MINIMUM QUALIFICATIONS:

Education:

B.S. in Business or a related discipline from an accredited college or university.

Experience:

Required:

A minimum of five (5) years of progressively responsible experience related to business management, administration, leadership, planning, and supervision. Experience with budget and contract development and management/administration, resource development, and working with government agencies. Experience Advocating for an organization or program with multiple constituencies. Experience with developing organizational resources from a variety of private and public sources.

Preferred:

MBA degree. Experience in running a statewide or multi-organization program. Experience with higher education systems. Experience as an SBDC State Director, Associate State Director or Service Center Director. Bilingual in Spanish and/or multicultural experience.

Equivalent combination of training and experience will be considered qualifying. Applicants are responsible to show how their personal training and experience would qualify them for the position.

KNOWLEDGE, SKILLS

AND ABILITIES:

Must demonstrate the ability to:

Work effectively with multiple constituencies; build effectible public/private partnerships; raise funds from private and public sources; develop funding allocation formulas and manage budgets responsibly; develop and implement long-range plans; interact with top private and public administrators.

Must demonstrate:

Strong negotiation and consensus building skills; strong verbal and written communication skills as the position requires a significant number of public presentations and formal written reports.

Ability to:

Travel extensively within Oregon and nationally; effectively handle multiple priorities.

Must demonstrate an active concern for meeting the needs of students, staff, businesses, and the public.

SALARY RANGE: \$51,675 - \$98,550 annually.
In addition to salary, an excellent fringe benefit package is provided. All employees are compensated through electronic direct deposit.

APPLICATION DEADLINE: Open until filled.
Applications review will commence February 4, 2008

HOW TO APPLY: **To be considered a candidate for this position, all of the following must be included in the application package:**

1. A completed Lane Community College application form. Application forms can be downloaded from <http://www.lanecc.edu/hr/documents/empapp.pdf> or requested from Human Resources. Search committees are not required to consider incomplete applications. To ensure full consideration, do not leave any section of this form blank. The resume cannot take the place of this application form or any section thereof.
2. A detailed resume.
3. A letter of five (5) pages or less addressing the following:
 - a. Describe your experience leading an organization with diverse affiliations.
 - b. Describe a situation where you used negotiation skills to successfully collaborate with diverse groups. Explain the strategies you used and the outcome of the collaboration.
 - c. Describe your experience in raising funds from public and private sources; outline a funding strategy for continuation of a statewide SBDC.
 - d. Describe your experience with federal or state legislative processes.

Application packages should be returned to: Human Resources, Administration Building, Lane Community College, 4000 E 30th Ave., Eugene, OR 97405. Telephone (541)463-5211. Fax (541) 463-3970. TDD (541)463-9999.

SELECTION PROCEDURE:

1. An appointed committee will screen all applications.
2. Applicants selected for an interview will be invited to campus. Up to \$500 in travel expenses will be reimbursed by Lane Community College.
3. If you would like to know the status of a position, please check Human Resources website accessed through <http://www.lanecc.edu/hr/jobs/status.htm> or call (541) 463- 5211. **No written notification will be sent to you.**

Lane Community College is an Affirmative Action/Equal Opportunity institution.