

JOB DESCRIPTION

SBDC Center Director

SUMMARY OF POSITION:

The SBDC Center Director provides leadership in planning, coordinating, and overseeing the development, delivery, and reporting of all professional programs, activities, and services at the center level that (1) accomplish the purposes of the grant agreement and (2) are consistent with the goals and objectives of the Ohio SBDC program.

Salary:
Minimum \$72,000

DUTIES AND RESPONSIBILITIES:

Administrative (Development of Plans/Proposals, Recordkeeping, Reporting, Performance Measurement):

- Develop and implement a strategic plan consistent with the goals and strategies of the state SBDC program.
- Knowledge and management of multiple funding streams and expenditures, compliance and reporting.
- Proposal development and submission of quarterly and annual reports.
- Ensure timely and accurate counseling data input into Center IC client information management system.
- Supervisory maintenance of client control records and data.
- Evaluate and measure effectiveness and impact of center's programs and services.

Human Resource Management:

- Recruit, select, and evaluate employees.
- Supervise business advisors' and support staff's counseling, training, reporting activities.
- Promote staff development by utilizing continuing education opportunities to enhance professional development.

Small Business Counseling and Training (see Business Advisor requirements) :

- Provide and facilitate free, in-depth, confidential individual business analyses and referrals to appropriate resources.
- Plan and market no- to low-cost training on subjects relevant to small business start-up and growth.
- Recruit government, private and public entities, as well as businesses and businesspersons to provide voluntary/free consulting services and/or training.
- Develop a resource network to achieve program objectives.
- Assist in the transfer of university-based knowledge to the small business community.

Program and Small Business Advocate:

- Promote the SBDC program and advocate for small business through presentations to communities and entities.
- Develop relationships with key stakeholders including, but not limited to, SBA, Ohio Development Services Agency, banks, chambers of commerce, economic development organizations, trade groups, educational institutions, legislators, and hosts.
- Develop appropriate advertising, promotion, and marketing materials.

Miscellaneous:

- Attend regional and state meetings and conferences as required.
- Develop and provide specific information, reports and/or special services as requested or required by the SBA/SBDC Administrators, the SBA Business Development Specialist, and the Director of the SBDC.
- Support area, state and federal research projects concerning small business and disseminate results to community.
- And other requirements as detailed in the Request for Proposal.

PROVEN ABILITIES:

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| • Interpersonal Skills | • Finance/ Accounting: Debt & Equity Finance |
| • Listening Skills | • Sales and Marketing |
| • Small Business Experience | • Technology |
| • Managerial (Personnel & Program) Experience | • Organizational Skills |
| • Willingness to Learn | • Collaboration |
| • Oral/Written Communications | • Economic Development |
| • Financing/Lending | • Multi-tasking |
| • Strong analytical and innovative skills | • Safeguarding program confidentiality |

EDUCATION:

B.A., B.S., or Masters Degree in Business Administration, Public Administration or related field. In lieu of a degree, a minimum of seven (7) years' experience in either business ownership and operations and/or equivalent combination of education and experience which demonstrates the knowledge, skills and abilities necessary for this position may be accepted. *This position requires the successful completion of the Certified Business Advisor[®] course regardless of education or experience within the first six (6) months of employment.*

JOB DESCRIPTION

SBDC Center Business Advisor

SUMMARY OF POSITION:

The SBDC Business Advisor fosters a strong climate for small business growth by providing in-depth, confidential, no-cost business counseling, no- to low-cost training, and resource and referral services to Ohio's small business owners and aspiring entrepreneurs.

Salary:
Suggested range:
\$48,000—\$55,000

DUTIES AND RESPONSIBILITIES:

Small Business Counseling, Training, and Reporting Requirements:

- Interview and assess client needs.
- Provide counseling or e-counseling that includes feasibility, financial, regulatory, and operational guidance and technical assistance on the various aspects of starting and expanding a successful small business including, but not limited to:
 - analyzing the specific business and industry data in finance, marketing, management and operations,
 - providing guidance in the development of business plans and financial packages;
 - calculating and interpreting historical and projected financial ratios;
 - preparing pro forma cash flow and financial statements;
 - troubleshooting to identify problems and areas for improvement;
 - providing guidance on expansion to include employment requirements, foreign markets, government contracting, and technology commercialization;
 - conducting quality-based assessments;
 - providing information on federal, state, and local regulations and programs, and
 - providing guidance in loan packaging to pre-venture, start-up, or advanced stage existing businesses.
- Develop a resource network to be used in providing referrals to appropriate resources.
- Plan and market no- to low-cost training on subjects relevant to small business start-up and growth.
- Recruit government, private and public entities, as well as businesses and businesspersons to provide voluntary training.
- Evaluate programs' effectiveness and measure impact of services provided.
- Assist in the transfer of university-based knowledge to the small business community.
- Ensure timely and accurate counseling data input into Center IC client information management system.
- Other duties as assigned by the Center Director.

Program and Small Business Advocate:

- Promote the SBDC program and advocate for small business through presentations to communities and entities.
- Develop relationships with key stakeholders including, but not limited to, SBA, Ohio Development Services Agency, banks, chambers of commerce, economic development organizations, trade groups, educational institutions, legislators, and hosts.
- Develop appropriate advertising, promotion, and marketing materials.

Miscellaneous:

- Attend regional and state meetings and conferences as required.
- Develop and provide specific information, reports and/or special services as requested or required by the SBA/SBDC Administrators, the SBA Business Development Specialist, and the Director of the SBDC.
- Support area, state and federal research projects concerning small business and disseminate results to community.
- And other requirements as detailed in the Request for Proposal.

PROVEN ABILITIES:

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|---|--|
| • Interpersonal Skills | • Finance/ Accounting: Debt & Equity Finance |
| • Listening Skills | • Sales and Marketing |
| • Small Business Experience | • Technology |
| • Project Management Experience | • Organizational Skills |
| • Willingness to Learn | • Collaboration |
| • Oral/Written Communications | • Economic Development |
| • Financing/Lending | • Multi-tasking |
| • Strong analytical and innovative skills | • Safeguarding program confidentiality |

EDUCATION:

B.A., B.S., or Masters Degree in Business Administration, Public Administration or related field. In lieu of a degree, a minimum of five (5) years' experience in either business ownership and operations and/or equivalent combination of education and experience which demonstrates the knowledge, skills and abilities necessary for this position may be accepted. *This position requires the successful completion of the Certified Business Advisor® course regardless of education or experience within the first six (6) months of employment.*

JOB DESCRIPTION

SBDC Export Assistance Director / Advisor

SUMMARY OF POSITION:

The SBDC Export Assistance Director / Advisor works with Ohio businesses to improve and expand exports to international markets. The Export Director/Advisor serves as the first point of contact for new-to-export businesses, as well as those expanding into new areas. Services include export readiness assessment, international marketing plans, market research, export compliance education, and access to export financing.

Salary:
Suggested range:
\$50,000--\$80,000

DUTIES AND RESPONSIBILITIES:

Export Counseling, Training, and Reporting Requirements:

Implements Ohio Small Business Development Center (SBDC) Export Assistance Network's export promotion and assistance strategies throughout the assigned region by:

- Providing in-depth counseling to determine business' needs and abilities relative to exporting;
- Developing confidential export strategies for companies;
- Scheduling company visits to review product marketability;
- Assessing export readiness of Ohio firms;
- Advising companies on export procedures & regulations;
- Assisting companies with export documentation;
- Following up with companies for accountability;
- Researching and analyzing economic and trade opportunities in selected world market regions to determine target areas for Ohio products;
- Coordinating and hosting seminars and workshops to promote exports and provide training to businesses;
- Coordinating closely with other economic development partners in the assigned region;
- Attending training sessions for counselors to facilitate ongoing knowledge and ability to provide in-depth counseling; and

Export Program Advocate:

- Promotes State of Ohio's export assistance programs (e.g., International Market Access Grant for Exporters, Export Internship Program, International Market Research);
- Promotes and collaborates with federal and regional export assistance partners (e.g. U.S. Small Business Administration, Export-Import Bank, U.S. Commercial Service);
- Meets with regional multipliers to promote exports and export assistance services;
- Develops appropriate advertising, promotion, and marketing materials.

Miscellaneous:

- Attend regional and state meetings and conferences as required.
- Develop and provide specific information, reports and/or special services as requested or required by the SBA/SBDC Administrators, the SBA Business Development Specialist, and the Director of the SBDC.
- Other requirements as detailed in the Request [For](#) Proposal and periodically assigned by lead SBDC.

PROVEN ABILITIES:

- General knowledge of principles and practices of international business is required
- Interpersonal Skills
- Oral/Written Communications
- Sales and Marketing
- Multi-tasking
- Technology
- Proficient in English
- Proficient in a second language preferred
- Strong analytical and innovative skills
- Organizational Skills
- Collaboration
- Economic Development
- Safeguarding program confidentiality

EDUCATION:

Graduate of a four (4) year college or university with a degree in International Business Administration, Economics, Business, Marketing or other related field, and a minimum of two (2) years of experience with international trade, sales, or marketing. An equivalent combination of education and experience which demonstrates the knowledge, skills and abilities necessary for this position may be accepted. *This position requires the successful completion of the Certified Global Business Professional® course regardless of education or experience within the first year of employment.*