



Urban League of
Greater Cleveland

*Empowering Communities.
Changing Lives.*

POSITION DESCRIPTION

Cuyahoga Small Business Development Center (SBDC) Lead Center Director

The Urban League of Greater Cleveland is accepting applications for the position of Cuyahoga Small Business Development Center Lead Center Director. The Cuyahoga SBDC Lead Center Director is responsible for coordinating activities within Cuyahoga County that accomplish the purposes of the grant agreement which includes defining, developing and implementing required projects; arranging and scheduling as needed programs and events; developing appropriate advertising, promotion, and marketing materials; originating and conducting meetings with community leaders, state and local officials, and for the overall provision and direction of professional services for small business counseling and management training to individuals, communities; public agencies and organizations.

The Lead Center Director shall work in collaboration with the Cuyahoga SBDC sub centers and report to the host agency, Urban League of Greater Cleveland. Duties include the following:

- Planning and coordinating programs and activities consistent with the goals and objectives of the host center, overseeing all development, reporting and delivery within Cuyahoga County.
- Provide leadership to the Cuyahoga County area in developing and implementing a strategic plan consistent with the goals and strategies of the State program.
- Develop and submit budgets.
- Submit quarterly and annual reports.
- Attend regional and state conferences.
- Provide and facilitate free, in-depth individual business analysis and referral of clients to appropriate resources as required.
- Encourage and coordinate the strengthening of relations between the Cuyahoga SBDC, Ohio Department of Development, SCORE and local Chambers of Commerce, banks, trade groups and educational institutions, lead university and/or host agency, Urban League of Greater Cleveland.
- Develop curriculum and make presentations for management training programs and seminars.
- Supervise business analyst and other support staff at the host center and manage center's budget and activities.
- Evaluate programs' effectiveness and measure the impact of services provided.
- Coordinate small business activities with local, state, and federal agencies. Identify and work with other private and public entities providing volunteer/free-consulting services.
- Ensure timely and accurate counseling data input for the local SBDC Management Information System (MIS).
- Supervise maintenance of client control records and data.
- Support area, state and federal research projects concerning small businesses and disseminate results to the various publics served.
- Promote the SBDC Program and serve as advocate of small business, making written and oral presentations to communities and entities.
- Develop internal and external resources to accomplish program objectives. Assist in the transfer of university-based knowledge to the private sector.
- Encourage businesses and business persons to provide volunteer consulting services and/or training.
- 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.
- From an SBDC culture perspective, the Lead Center Director should work in collaboration with the sub centers to run the Cuyahoga SBDC as a business.

And other requirements as detailed in the Request For Proposal.

POSITION REQUIREMENTS

Cuyahoga Small Business Development Center Lead Center Director

B.A., B.S. or Masters Degree in Business Administration or Public Administration or related field. In place of a degree, a minimum of seven years experience in either business ownership and operations and/or equivalent combination of education and experience which demonstrates the acquisition, required knowledge, skills, and abilities may be acceptable. Extensive knowledge of business management, fiscal planning and accountability, employee training and development, strategic planning, office management and other support functions. The Lead Center Director must meet the requirements of the Business Advisor position as well as the following:

- Demonstrated ability to organize and manage multiple projects.
- Supervise personnel with diverse skills /experience levels.
- Develop and manage resources to support SBDC program.
- Strong analytical abilities, written and oral communication skills.
- Ability to relate well with people of diverse backgrounds.
- Capability of working effectively with both academic and business community, private and governmental sectors, and institutes of higher learning.
- Meet business analyst position requirements; receive CBA Certification within designated period.
- Demonstrated marketing and sales success.
- Demonstrated history of economic development mission accomplishment and leadership.
- Demonstrated successful grant and sub-grant management and reporting history, which may include successful completion of A-133 or ODOD audits.
- Demonstrated ability to provide a leadership role in the strategic management of a partnership/consortium.
- Demonstrated ability to provide open communication to all partners for the distribution and gathering of information.
- Demonstrated ability to plan and execute hiring practices to meet the required staffing patterns to ensure the needs of the business community being served are met.
- Ability to travel and attend all required meetings from the State Lead Center.
- Other duties as assigned.

And other requirements as detailed in the Request For Proposal.



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Submit Resume and Cover Letter To:

Urban League of Greater Cleveland

2930 Prospect Avenue

Cleveland, Ohio 44115

info@ulcleveland.org

Attn: Cuyahoga SBDC Lead Center Director

No telephone calls will be accepted