HSU Sponsored Programs Foundation  
Job Announcement  
This is not a state position

Job Title: SBDC Finance Center Associate Director  
Location: Sacramento, CA  
Hours: Full Time, 12 months/year, Exempt  
Wage: $35.00-42.00/hour, DOE  
Project Name: Northern California Small Business Development Center (Norcal SBDC)  
Supervisor: SBDC Finance Center Director

GENERAL INFORMATION  
The Norcal SBDC is part of Humboldt State University’s Sponsored Programs Foundation. The Finance Center is a program operated by the Norcal SBDC and located in Sacramento, CA. The SBDC and Finance Center serve the business community in 36 northern California counties with non-credit education and consulting. Funding for this program comes from the federal Small Business Administration (SBA), and the California Governor’s Office of Economic Development (GO-Biz). Humboldt State University has hosted the SBDC program since January 2006.

POSITION SUMMARY  
The Finance Center Associate Director will perform a variety of tasks and oversee projects central to management of the Finance Center. This position will train new staff and consultants on lending and programmatic processes and procedures, provide online and phone-based client consulting, manage client database information and streamline processes related to a new call center. The ideal candidate will be self-motivated, resourceful, have strong interpersonal skills and impeccable written and verbal communication skills.

AT THE TIME OF POSTING, THIS IS A WORK-FROM-HOME POSITION BECAUSE OF THE COVID19 EMERGENCY.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES
  • Provide finance and lending-related consulting direct to SBDC clients.  
  • Manage Finance Team for daily operations. Address questions and concerns  
  • Provide ongoing training to workforce on loan packaging  
  • Work closely with workforce to obtain necessary client information  
  • Organize capital summits, Finance Center workshops, and training seminars for the workforce  
  • Participate on lender/resource panels for workshops and webinars  
  • Assist Finance Center Director in disseminating information to the consultants and employees.  
  • Assist Finance Center Program Manager with management of client screening process and determining client portfolio of advisors.  
  • Stay up to date with the COVID19 business loan options and be available for questions from workforce as to the details of lending products.  
  • Stand in for Director of Finance Center as needed.
KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of and experience in managing a team to assist with processing and underwriting business loans. Ability to communicate effectively verbally and in writing; exhibit leadership in management and planning; effectively plan, organize and evaluate the need of financing for business owners and be able to teach, educate, and train a team of business finance experts. Establish and maintain cooperative working relationships with business and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds; perform effectively under the pressure of deadlines and other administrative demands.

QUALIFICATIONS
Qualifications include 4 years or more of business and/or mortgage finance positions; must possess a valid California driver’s license; must be able and willing to travel overnight and work evenings on occasion. Other preferred qualifications include experience working and educating business owners on their financials and have worked for a lender assessing small business loans. Experience working with programs designed to assist small businesses at the federal, state and local levels, or prior work at a university, college or government entity. A strong preference will be given to individuals who have previously worked for the SBDC program.

APPLICATION PROCEDURE
Qualified applicants should submit the following items via email to Chase Kerrigan at cck24@humboldt.edu.

1. HSU application downloaded here: https://forms.humboldt.edu/hsu-employment-application
2. Cover letter
3. Résumé
4. Three professional reference contacts
5. HSU SPF Employee Information Form for Applicants: https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer

First Application Review Date: April 13, 2020 (position is open until filled)

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or call the SPF Front Office at (707) 826-4189.