



CABRILLO COLLEGE
invites applications for the position of:

Director of Small Business Development Center (SBDC)

SALARY: See Position Description

OPENING DATE: 10/30/18

CLOSING DATE: 01/03/19 11:59 PM

EMPLOYMENT OPPORTUNITY:

The Director of the Santa Cruz Small Business Development Center is responsible for providing direction, leadership, and technical support to successfully operate the Small Business Development Center (SBDC). The SBDC is funded by outside agencies and follows their contractual performance requirements.

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 12,000 students per term, of which 44% are LatinX, 5% multi-ethnic, 3% Asian, 1% African-American, 1% Filipino, .25% American Indian or Alaskan Native, and .19% Pacific Islander as of Fall 2017. At Cabrillo, over 52% of students are students of color and 59% are economically disadvantaged. In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and staff possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community

EXAMPLES OF DUTIES:

- Directs, manages, and supervises the operations of the SBDC
- Supervises, trains, and evaluates assigned staff and independent contractors serving as advisors to small businesses of Santa Cruz County
- Negotiates cooperative and participation agreements between the SBDC and public entities and private individuals, which may lead to increased funding and service delivery to the small business community
- Provides in-depth business advisement and technical assistance to clients in the areas of business planning, obtaining capital, marketing strategies, financial analyses, and related business operations
- Analyzes and evaluates client service needs and makes appropriate assignments to SBDC advisors and other resources
- Interviews, assigns, and evaluates advisors for service to clients
- Represents the college in an official capacity regarding program activities and coordinates communication with the business community, local economic development agencies, and funders
- Develops, implements, and evaluates a marketing plan for the SBDC including strategies for program promotion to attract clients and engage stakeholders
- Ensures compliance with program activity timelines, evaluation criteria, and reporting requirements in adherence to the Northern California SBDC regional

strategic plan

- Meets milestone obligations and adheres to policies and procedures of the various funders
- Directs the financial administration and operations of the SBDC including developing, implementing, and reporting to ensure the maintenance of SBDC grant funding
- Oversees program and grant applications, implementation, and tracking
- Searches for grants and develops proposals to increase the SBDC budget; secures additional funds through banks and foundations, monitors award compliance, approves expenditures, and ensures reimbursements
- Operates standard office equipment and various software to manage data and produce correspondence and reports
- Delivers presentations about the SBDC and specific topics to classes, community organizations, financial institutions, government entities, and others
- Coordinates the resources of small business organizations and agencies, chambers of commerce, and local, state and federal agencies, and elected officials to improve service delivery
- Serves on/or chairs college committees and participates in professional organizations
- Attends SBDC regional functions as mandated by contract(s)
- Interprets and maintains compliance with pertinent Federal, state and local laws, and contractual regulations
- Coordinates SBDC program activities, trainings, seminars, and conferences with community partners and Cabrillo College programs
- Drives for position related activities
- Performs other duties as required or assigned

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree from an accredited four-year college or university with major coursework in business, business management, business administration, business education, public administration or related field **AND** three (3) years of experience in management and administration of small business or economic development programs or small business lending.

Knowledge of:

- Practical and theoretical business operation with emphasis on small businesses growth including marketing and financing
- Program budgetary principles and practices
- Effective supervisory principles and practices
- Event planning (e.g. seminars, workshops, conferences, etc.)

Ability to:

- Communicate effectively verbally and in writing
- Provide accurate business advisement with measurable results benefiting the SBDC
- Effectively train, supervise, and evaluate staff and advisors
- Exhibit leadership in management and planning
- Motivate staff and advisors to meet all contractual obligations and to promote a culture supportive of equity and inclusion
- Effectively plan, organize, and evaluate programs
- Develop and effectively manage various budgets
- Establish and maintain cooperative working relationships with business and industry representatives

- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of clients and the community
- Utilize various software such as word processing, spreadsheet, and database programs
- Work independently and meet objectives and timelines
- Perform effectively under the pressure of deadlines and other administrative demands

Other Requirements:

- Possession of and ability to maintain a valid California Driver's license and a safe driving record during the course of employment
- Assignment may include evenings and/or weekends as needed

Desirable:

- Master's degree in business administration, business management or related field
- Experience writing grants and in the management and reporting of grant funded programs
- Experience in providing business advisement or teaching business courses
- Demonstrated experience in successful community engagement

ADDITIONAL INFORMATION:

Please Note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge, and abilities as they relate to the minimum qualifications. When filling out the online application, it is important that you fill out all sections completely. Do not leave blank spaces noting "see resume." ***When adding attachments, please redact ALL of the following items which appear on any attachment before you submit it: social security number, birth date, age, gender, birthplace, and personal photos.***

Salary: Full-time management assignment (225-day), **12 months per year, Monday through Friday, with evenings and/or weekends as needed.** Current eight-step schedule ranges from **\$6,268 to \$8,820 per month.** Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute up to 7% of their monthly salary to PERS on a pre-tax basis. Cabrillo College provides an annual doctoral stipend of \$3,846 for eligible employees.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Application Process:

****To be considered, each candidate MUST SUBMIT:**

1. [Completed online Employment Application](#)
2. Job-related resume
3. Cover Letter, which states how the candidate specifically meets the required qualifications
4. Three (3) recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position
5. Verification of educational qualifications ([Foreign transcripts must be translated to determine equivalency to U.S. standards.](#) Any fee for such translation is paid by the applicant.):
 - Transcripts from all colleges attended showing degree conferred, if applicable (unofficial transcripts, copies, and downloads are acceptable). Please note diplomas are not accepted in place of college transcripts. If selected, it is the

- responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required **OR**
- o [Supplemental Application for Equivalency Determination](#) and supporting documentation. (*This is only necessary if candidate does not possess and submit proof of specified degrees or experience listed in minimum qualifications.*)
6. A brief (not to exceed one page) clearly identified and separately attached statement describing your experience in small business operations and community engagement.

****IF ANY OF THE ABOVE MATERIALS ARE NOT SUBMITTED WITH YOUR APPLICATION PACKET, YOUR MATERIALS WILL BE DEEMED INCOMPLETE AND WILL NOT BE FORWARDED TO THE COMMITTEE FOR SCREENING.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure: Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Meeting the posted requirements does not guarantee an invitation for an interview.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis screening results, provide proof of eligibility for employment in the United States and present a valid Social Security card and Driver's License upon hire.

Application Deadline: Application and attached required materials must be successfully submitted by 11:59 p.m. on: **Thursday, January 3, 2019.**

Please note: Cabrillo College will be closed beginning Monday, December 24, 2018, and will re-open on Wednesday, January 2, 2019; however, application materials can still be submitted.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cabrillo.edu>

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Position #2018-00702
DIRECTOR OF SMALL BUSINESS DEVELOPMENT CENTER
(SBDC)
RN
