



Greater Englewood Community Development Corporation

Job Title:	Illinois Small Business Development Center Director	Job Category:	Small Business Development Center Director
Department/Group:	Englewood Accelerator	Job Code/ Req#:	--
Location:	815 W. 63 rd Street, 4 th Floor	Travel Required:	Travel Required
		Position Type:	Full-time (40 hrs/week)
HR Contact:	Audia Wells	Date Posted:	
Will Train Applicant(s):	Yes	Posting Expires:	

External Posting URL:	
Internal Posting URL:	

Applications Accepted By:

FAX OR EMAIL: 312-284-4175 awells@gecdc.org Subject Line: Illinois SBDC Director Position	MAIL: Illinois SBDC @ Greater Englewood Greater Englewood CDC 815 W. 63 rd Street, 4 th Floor Chicago, IL 60620
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Job Description

SUMMARY OF POSITION: The Illinois SBDC Director @ Greater Englewood 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 Chicago's small business owners and aspiring entrepreneurs. 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 SBDC Program.

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 data input into client information management system.
- Supervisory maintenance of client control records and data.
- Grant Writing
- Evaluate and measure effectiveness and impact of the center's programs and services.



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Human Resource Management:

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

Small Business Training (see Business Advisor requirements) :

- Provide and facilitate 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 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, Small Business Administration (SBA), banks, Chambers of Commerce, economic development organizations, trade groups, educational institutions, legislators, and host organizations.
- Develop appropriate advertising, promotion, and marketing materials.

Miscellaneous:

- Attend local, 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.
- Supervise business advisors and support staff counseling, training, and reportable activities.
- Other requirements as detailed.

PROVEN ABILITIES:

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



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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..