



Director of Small Business Development Center (Grant-Funded)

Are you passionate about helping businesses grow and communities thrive? Join Arizona Western College as the Director of Small Business Development Center and empower entrepreneurs across Yuma and La Paz Counties to turn their ideas into success!

This role is your chance to make a lasting impact by supporting local businesses, fostering economic growth, and creating opportunities throughout our community. Bring your leadership and passion to the table and help our region thrive!

Salary:

\$71,700– \$76,002 per year, depending on experience.

Summary of Function:

(Grant Funded) Responsible for the development, management, and promotion of the AWC Small Business Development Center (SBDC), providing programs and services that support small business owners and managers throughout Yuma and La Paz Counties. Provides short- and long-term business counseling and consulting, seminars, workshops, training, consultant referrals, and economic development initiatives. Oversees daily center operations, staff, budgets, compliance, reporting, partnerships, and grant development to ensure achievement of program objectives and support regional business growth.

Typical Duties:

- Serves Students. Serves the community. Develops, manages, and implements service functions associated with the small businesses, including both long- and short-term business counseling, seminars, workshops, classes, business programs, and consultant advisory services to small business owners and entrepreneurs. Advises business owners and prospective business owners who are SBDC clients. Provides business assistance services in accordance with U.S. Small Business Administration (SBA) guidelines and procedures. Promotes for-profit business growth, expansion, innovation, increased productivity, sustainability, and management improvement in Yuma and La Paz County. Counsels clients based on their needs and concerns. Identifies appropriate resources for clients. Facilitates the attraction and retention of businesses in Yuma and La Paz counties.
- Promotes and facilitates regional economic growth, and serves as the liaison between the College and local organizations, public and private, that are involved with the improvement of the business climate in Yuma and La Paz counties.
- Manages daily operations of the Center to meet small business program objectives and contractual obligations. Serves as a liaison between Arizona Western Community College (the host organization) and local, state, and federal organizations, both public and private, that are involved with the improvement of the business climate. Assures compliance with the College's internal policies and procedures. Develops and implements a department budget; prepares the appropriate documents regarding funding requests. Prepares timely, periodic reports as required by the U.S. Small Business Administration and the Arizona Small Business Development Center Network State Office.
- Develops specialized employee training credit and non-credit programs in coordination with AWC staff.
- Seeks Federal and State grant opportunities to bolster economic development in the region.
- Meets with and seeks advice and input from the Arizona Small Business Development Network as directed by the State Advisory Board.
- Supports and participates in strategic planning initiatives, and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree from a four-year, accredited institution in general business, management, finance, accounting, or related field
- Demonstrated experience leading teams and conducting professional meetings

- Three years of experience as a business owner involved in daily operations or as a full-charge general manager of a business
- Three years of experience in business consulting
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00 AM-5:00 PM
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of supervisory principles, practices, and techniques
- Knowledge of small business and economic development principles, programs, and related compliance and reporting requirements
- Knowledge of commercial finance, lending, accounting principles, financial statement analysis, and laws and regulations affecting small business operations
- Knowledge of business planning, financial projections, financing applications, and marketing practices
- Knowledge of international trade practices and regulations
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Skill in managing client relationships and providing business advising and training
- Skill in budget planning, resource allocation, and fiscal oversight
- Skill in building and sustaining partnerships with educational institutions, community organizations, and external stakeholders
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional, civil, and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to interpret and explain complex business, financial, legal, and regulatory information

- Ability to research and evaluate grant and other funding opportunities
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 25 pounds

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

Note:

- Location: Reskilling Center
- Benefit Eligible
- Grant Funded (SBDC) - contingent upon continued funding

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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