



## **Business Incubator Center**

JOB DESCRIPTION: Director, Grand Junction Small Business Development Center (GJ SBDC)

### **About the Colorado SBDC**

The SBDC provides high-quality, one-on-one business consulting and affordable business training and programs. The Colorado SBDC Network consists of 14 full-time centers and more than 28 part-time satellite centers. Hosted by the Business Incubator Center, the Grand Junction SBDC supports the growth and resilience of small businesses in Mesa County. The GJ SBDC works collaboratively with the Colorado SBDC Network, a partnership of the State of Colorado, the Colorado Office of Economic Development and International Trade (OEDIT), and the U.S. Small Business Administration (SBA).

### **About the Business Incubator Center**

The Business Incubator Center (BIC) is a 501(c)3 not-for profit Corporation founded in 1987. BIC is a key pillar of economic development in Mesa County and the surrounding region. BIC aims to diversify the economy through its nationally and internationally award winning programs that are geared towards fostering innovation and supporting entrepreneurs, start-ups, and small businesses. As an economic development organization our mission is to support the launch, growth, stabilization, and long-term success of business enterprises in Mesa County and the surrounding region. We measure our success by our ability to guide entrepreneurs through sound business decisions and our positive influence on economic growth in the region. In partnership with The Colorado Small Business Development Center (CSBDC), BIC has been the hub for the GJ SBDC since 1993. BIC operates out of a 46 acre industrial campus, with over 65,000 square feet of mixed use space available for lease to small business partners and clients of BIC. The campus includes a manufacturing center, an office and services center, a commercial kitchen, a public Makerspace, a technology center, a training and conference center, a satellite location in the city of Fruita and a coworking space. BIC is proud host of ten programs: the Business Loan Fund, the GJ Small Business Development Center (SBDC), the Mesa County Enterprise Zone, two world class incubator programs, the GJ MakerSpace, F-works coworking, Nonprofit Strategic Training, AgriWest and Circular Economy Development Center.

### **About the job**

The SBDC Director provides leadership and oversight for the development, implementation, and operation of the Grand Junction Small Business Development Center (GJ SBDC). The GJ SBDC Director works with local, state, and national partners to develop and provide training and technical assistance customized to meet the needs of the local business community. The position is responsible for developing, supervising, and administering small business programs including free and confidential consulting, workshops and events, connections to financing and other resources, and disaster recovery assistance. The position provides strategic leadership and leads day-to-day operations of the Center; fosters a welcoming, inclusive, and client-oriented team culture; and facilitates collaboration and consistency among the center's programs and across the statewide network in alignment with SBA, OEDIT, and SBDC Network objectives and strategies.

## Essential Responsibilities

### VISION AND STRATEGY

- Create strategies that build and support small business entrepreneurs in creating sustainable and prosperous businesses in Mesa County.
- Catalyze and sustain strategic partnerships that broaden the reach of the SBDC and deliver meaningful impact for our clients by linking them to resources critical to their success.
- Manage and implement regional and statewide special focus programs.
- Champion the SBDC brand.
- Provide leadership in the development and review of curricula and programs in all areas of the Grand Junction Small Business Development Center.
- Help entrepreneurs take advantage of grants and programs.
- Attend national ASBDC conference annually and two Colorado SBDC statewide meetings per year

### PARTNERSHIPS

- Develop and maintain close working relationships with community stakeholders, business resources, sponsors, and partners in order to achieve the goals of the SBDC and Business Incubator Center.
- Maintain active presence/visibility with funding partners including the Small Business Administration, the state, local governmental entities, universities, and private sector supporters.
- Represent the GJ SBDC, the BIC, stakeholders, and partners in a positive manner at all times.

### PROGRAM MANAGEMENT

- Responsible for overall planning, direction, and results of the Grand Junction SBDC, ensuring that the plans are tied to the execution and implementation of the SBDC program, Business Incubator Center objectives and the Colorado SBDC Network and the State of Colorado goals and objectives.
- Supervisory responsibility for SBDC support staff, volunteers, and other supervisory duties as may be applicable and/or assigned. This includes recruiting/training of business consultants, and development of classes/workshops to better educate the entrepreneur.
- Ensure certification requirements of all counselors and volunteers.
- Counsels, trains, and assists small business owners/entrepreneurs in business set-up, optimizing operations, finance and accounting practices, business maturation, and expansion/exit strategies.
- Responsible for aligning the SBDC policies and procedures with the Small Business Administration regulations, and America's Small Business Development Centers accreditation criteria, the Colorado SBDC Network Lead Center, and the State of Colorado.
- Cooperate with other program directors at BIC.

### RESOURCE DEVELOPMENT AND ADMINISTRATION

- Manage financial and staffing resources to effectively carry out the SBDC mission.
- Develop and manage the SBDC annual budget.
- Work with State SBDC Director and the Lead Center Fiscal Manager to assure SBDC compliance with applicable regulations and grant reporting; responsible for negotiating and implementing annual performance goals.
- Serve as the chief spokesperson for the Grand Junction SBDC.
- Perform other duties as assigned by the Business Incubator Center leadership.

## Essential Requirements

- Three-to-five years of experience in business ownership, to include: operations, team management, sales/marketing of products or services, finance and accounting functions, or similar applicable experience.
- Demonstrated mastery of establishing, maintaining, and enhancing funding sources and budgets.
- Ability to create and analyze appropriate metrics to accurately assess and present the center's performance.
- Fundraising or sponsorship management experience as well as grant writing and reporting experience.
- Excellent written, public speaking and presentation skills to present the center's goals, objectives, and accomplishments effectively and efficiently to community stakeholders, Business Incubator leadership and State SBDC Director.
- Passion and curiosity for business and entrepreneurship, willingness to develop new programs and resources.
- Bilingual preferred (English/Spanish).
- Orientation toward service demonstrated through professional experience.

## EDUCATION/TRAINING & WORK EXPERIENCE

- Bachelor's degree in business, Finance, Accounting, Organizational Management, or related field required. Master's degree preferred.
- Experience collaborating with multiple organizations.
- Ability to identify, develop, and maintain useful external partnerships.
- Strong Project Management skills.
- Strong data, financial, and quantitative analysis skills.
- Familiarity with government programs and grants relating to business support.
- Proficient with current technology.
- Licenses/certifications showing on-going business and/or personal growth.
- Training and consulting experience.
- Ability to establish cross-cultural relationships across a wide variety of diversity dimensions.

**TYPE OF APPOINTMENT:** Exempt, Full-time, this position may require work on some early mornings, evenings, and weekends. Schedule can vary depending on the need. Must be able to travel within 20 miles frequently and occasionally longer distances. No relocation offered.

**REPORTS TO:** BIC CEO. **SUPERVISES:** SBDC Assistant, Contractors, Consulting coaches and volunteers.

**SELECTION PROCESS:** Position will remain open until filled.

**SALARY:** Salary range is \$64k-\$72k with an excellent benefits package. Compensation is commensurate with education, experience, and qualifications.

**APPLICATION:** Please electronically submit a letter of interest addressing qualifications, organizational vision, and entrepreneurial experience; resume; and contact information for three professional references. Submit to [dbollig@gjincubator.org](mailto:dbollig@gjincubator.org)

*The Business Incubator Center is committed to providing a safe and productive work environment. We conduct background check for all final applicants, that includes reference checks, a criminal history record check, and a financial history. The Business Incubator Center is an Affirmative Action/Equal Opportunity Employer.*