

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Director, Small Business Development Center

Job #07-101

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the grant funded management position of **Director, Small Business Development Center, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Director, Professional and Workforce Development, supervise and administer the Silicon Valley Small Business Development Center (SV SBDC). Respond to clients, collaborators, and partners. Provide in-depth, high quality, one-on-one business counseling and specialized training to business owners and prospective business owners. Recruit, select, and evaluate small business counselors and trainers. Develop, manage and administer the SV SBDC program and budget. Develop and implement marketing and outreach activities throughout the SV SBDC region. Determine the needs of the local small business community to develop effective SV SBDC services. Coordinate and leverage the resources of community small business organizations and agencies to provide a comprehensive assistance delivery system. Develop agreements with participating organizations and agencies. Prepare and submit requests for reimbursement, budget amendments, contract closeout reports, and quarterly and annual program reports to the California SBDC Control Center and the regional SBDC Lead Center. Maintain communication with the California SBDC Program and attend all statewide and national meetings. Hire, train and evaluate staff to ensure successful and accountable program results. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education. Encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree in a related field.
3. One year of experience in the administration of business development programs.
4. Experience administering and operating grant-funded programs, especially in a California Small Business Development Center.

PREFERRED QUALIFICATIONS:

1. Master's degree.
2. Knowledge of US Small Business Administration and Small Business Administration loan programs.
3. Knowledge of Small Business Development Center programs.
4. Knowledge of small business development and the policies, regulations, and funding sources related to small business development.
5. Knowledge of business law.
6. Knowledge of budget development, personnel selection and program evaluation.
7. Knowledge of the principles of leadership, management, and supervision.

In addition, successful candidates will demonstrate the following knowledge and abilities:

1. Ability to communicate effectively both orally and in writing; including writing and explaining complex proposals and presentations.
2. Ability to lead, advocate and network in the interest of the program.
3. Ability to demonstrate strong supervisory skills.
4. Ability to demonstrate proven leadership management.
5. Ability to use a computer, MS Office, and technological communication tools.

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

-OVER-

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$80,551-\$84,567

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>