

**Class Code:.....0435**  
**Position#:(NUNC)(E)....**  
**Developed by:.....JP**  
**Reviewed by:.....LK**  
**Approved by:.....LK**  
**Date:.....1/14**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Executive Director, RI Small Business Development Center  
**DIVISION:** Division of Research and Economic Development  
**REPORTS TO:** Associate Vice President for Research, Intellectual Property Management and Commercialization  
**GRADE:** 14  
**SUPERVISES:** Professional and support staff

**BASIC FUNCTION:**

The State Director of the RISBDC provides leadership and oversight for state-wide policy, program development and implementation for the SBDC Network, comprised of three regional centers throughout the state. The State Director will work with key stakeholders in the political, governmental, business, and academic communities to support the needs of new and existing small businesses.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Operate a program of high quality management counseling and educational training programs to pre-venture and existing small businesses in Rhode Island through a statewide network of service centers.

Recruit and manage network of statewide Center Directors and counselors.

Establish management controls, operational procedures and financial controls in compliance with applicable Small Business Administration, state, federal and university requirements.

Foster a close working relationship with key stakeholders in the federal, state and local government, economic development entities, private sector trade associations, academic communities, chambers of commerce, professional organizations, and other groups which support RISBDC activities.

Oversee the customer client information system to track counseling and training activity and report quarterly assessments of service quality, impact, and efficiency to the SBA.

Ensure that the RISBDC meets all goals established by the RI District Office of the US SBA.

Ensure compliance with all state, federal and university reporting requirements.

Lead efforts to acquire Association of Small Business Development Centers (ASBDC) accreditation.

Convene and manage an active Advisory council to support the RISBDC.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** MBA, MPA or advanced degree from an accredited institution focusing on business, management or economics; a minimum of seven (7) years' experience in small business management or counseling, or a combination of both; a minimum of four (4) years of personnel supervision and management experience; a minimum of two (2) years' experience in programs assisting small businesses and entrepreneurs at the federal, state, and local levels; demonstrated experience in financial packaging, market research, financing, financial statement analysis, business law, financial analysis and cash flow projections; demonstrated experience in budgeting and contract management; demonstrated excellence in client service and presentation; demonstrated ability to organize, coordinate and supervise a support staff; demonstrated strong verbal and written communication skills; ability to work flexible hours and to travel to national meetings; ability to work with diverse groups.

**Preferred:** Demonstrated experience in budgeting and contract management, including federal contract agreement(s); demonstrated experience in acquiring and/or maintaining Association of Small Business Development Centers (ASBDC) accreditation; demonstrated success in obtaining funding from private and public sources.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**