

**Job Code .....100483**  
**Position # (PSA)(‘E)**  
**Developed by.... EH**  
**Reviewed by ....DLJ**  
**Approved by .....LK**  
**Date: . . . . .3/16**

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

**TITLE:** Director, Diverse Business Outreach /URI Small Business Development Center (RISBDC)

**DIVISION:** Research and Economic Development / RISBDC

**REPORTS TO:** State Director and Assistant State Director

**GRADE:** 12

**SUPERVISES:** Support Staff

**BASIC FUNCTION:**

In conjunction with the State Director and Assistant State Director, coordinate the efforts of the RISBDC in providing service to various diverse communities in Rhode Island; Provide comprehensive, high quality assistance to existing and prospective small businesses in these communities; Collaborate with Center Directors to best service the needs of the State’s diverse communities; Follow RISBDC reporting requirements, policies and procedures; Follow Small Business Administration (SBA) and Small Business Development Center (SBDC) policies as well as other applicable guidelines for providing services; and Support the goals and mission of the RISBDC.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide one-on-one, confidential business counseling, training, information and resources to existing and prospective small business in Rhode Island.

Collaborate with the lead Center to identify the key diverse communities in the State and utilize this outreach to develop the best practices necessary to service each of these communities.

Provide outreach and extended access, in selected locations, to best service these diverse communities.

Receive and review case referrals in accordance with standards established by the RISBDC.

Provide leadership to the local diverse small business community.

Communicate effectively with partners and stakeholders that service the diverse small business community.

Act as a business counselor, advocate and liaise for all RISBDC services and resources by collaborating with the region’s economic development and business community.

**Director, Diverse Business Outreach /URI Small Business Development Center (RISBDC)  
(PSA) (100483) – Page 2 of 2**

Develop and execute relevant training programs that meet the needs of the local diverse small business community.

**OTHER DUTIES AND RESPONSIBILITIES:**

Travel as needed.

Perform other duties as assigned.

**LICENSES, TOOL AND EQUIPMENT:**

Personal computers, printers, Microsoft Office suite of products (or equivalent)

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS**

**REQUIRED:** Bachelor's Degree in a business or business related field; Minimum of three (3) years of progressive responsibilities related to management, administration, financial analysis or marketing; Demonstrated experience managing, counseling, advising and/or consulting with small businesses; Demonstrated fluency in English and, at least, one of the following languages: Spanish, Portuguese or an Asian language; Demonstrated experience with business issues related to diverse populations; Demonstrated experience with current small business issues and resources; Demonstrated proficiency in establishing and maintaining effective working relationships with clients and organizations representing culturally diverse backgrounds; Demonstrated ability to outreach to existing and prospective small business owners from culturally diverse backgrounds; Demonstrated customer service skills; Demonstrated presentation and training skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated proficiency in problem solving and decision making; Demonstrated experience with planning and coordinating activities and events; and Demonstrated experience working with diverse groups/populations.

**PREFERRED:** Master's Degree in a business related field; Demonstrated experience working with a Small Business Development Center; Demonstrated knowledge of federal, state and other programs which support small business and entrepreneurs; and Willingness to travel and work flexible hours.

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