

Class Code:.....0566-2018
Position #: (PSA) (E)108782
Developed by:.....JP;EH
Reviewed by:.....SG;DLJ
Approved by:.....LK
Date:.....8/14; 2/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, URI/Small Business Development Center (SBDC)

DIVISION: Research & Economic Development

REPORTS TO: Executive State Director, RI SBDC

GRADE: 12

BASIC FUNCTION:

Reporting to the Executive State Director of the RI Small Business Development Center (SBDC) at URI, provide management, financial and general counseling, and training programs to entrepreneurs and owners of small businesses in RI. Serve as a business counselor, advocate and liaison for all SBDC services and resources, collaborating with the region's economic development and business community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage and grow the Small Business Development Center as an effective resource in RI through development of a growth hub for non-tech companies with growth potential.

Provide in-depth, confidential, one-on-one consultation to owners of small businesses in key areas such as management processes, business regulations and incorporation, business plan preparation, presentation and creation of financial material, access to capital, marketing and growth strategies.

Develop and execute relevant training programs that meet the needs of the local small business community, including underserved businesses.

Maintain up-to-date client activity posts in the customer relations management system.

Serve as a leader in the local business community.

Communicate effectively with partners and stakeholders.

Perform administrative duties such as correspondence, preparation of progress and summary reports, preparation of budget and expenditure reports, and the collection of data as required by URI and the funding agency.

OTHER DUTIES AND RESPONSIBILITIES:

Travel as needed.

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: Bachelor's degree; Minimum of (5) five years of progressive responsibilities related to management, administration, financial analysis, or marketing; Demonstrated experience managing, counseling, advising and/or consulting with small business entities; Demonstrated customer service skills; Demonstrated presentation and training skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience in problem solving and decision-making; Demonstrated skill in planning and coordinating activities and events; Demonstrated skill in establishing and maintaining effective working relationships with co-workers and resource partners; Demonstrated skill in establishing and maintaining effective working relationships with clients from culturally-diverse backgrounds; Demonstrated skill in establishing and maintaining effective support and working relationships with a variety of public and private stakeholder partners; Demonstrated understanding of current small business issues and resources; and, Demonstrated understanding of business issues pertaining to minority, women and veteran populations.

PREFERRED: Previous business ownership experience; Demonstrated experience with federal, state or other programs which support entrepreneurs and/or small businesses; Demonstrated experience with the Small Business Development Centers; and, Demonstrated ability to travel and work flexible hours.

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