

Job Code: .....100719  
Position #: (PSA)..... (E)  
Developed by: .....EH  
Reviewed by: ....SG; DLJ  
Approved by: .....LK  
Date: .....02/15; 09/18

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

**TITLE:** Associate State Director, RI Small Business Development Center  
**DIVISION:** Research & Economic Development  
**REPORTS TO:** Executive Director, RI Small Business Development Center  
**GRADE:** 13  
**SUPERVISES:** Support Staff

**BASIC FUNCTION:**

Manage the day-to-day operations of the RI Small Business Development Center (SBDC) network and staff, comprised of three regional centers and multiple resource partners throughout the state. Coordinate statewide training and counseling programs for businesses. Fulfill program budgeting and reporting requirements, client database quality and maintenance, and human resource functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Oversee the Center Information Core client database and evaluate Regional Center performance and impact to understand priorities for opportunities, improvement, and change.

Assist the Executive Director with accreditation, strategic planning, and implementation.

Work in conjunction with the Finance Director to coordinate preparation of financial reports and to draft budget proposals and track budgets.

Develop, maintain, and implement departmental policies and procedures.

Ensure personnel policies and procedures are correctly implemented.

Evaluate performance of SBDC staff.

Manage the statewide network in the absence of the Executive Director.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree with two years' experience in business advising, or Bachelor's degree with five years' experience in business advising; Minimum of three years of progressive responsibilities related to management, administration, budgeting, database management, and/or financial controls; Minimum of two years of demonstrated experience in budgeting and planning (especially with grants and contracts); Minimum of three years of database management experience; Demonstrated experience supporting and reporting on activity of executive-level professionals; Demonstrated experience in problem solving and decision-making; Demonstrated skill in planning and coordinating activities and establishing priorities; Demonstrated customer service, presentation, and training skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated skill in establishing and maintaining effective working relationships with co-workers and resource partners 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 provider networks and resources; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated federal and state grant experience; Demonstrated experience in acquiring and/or maintaining Association of Small Business Development Centers accreditation; Demonstrated ability to compile, write and submit timely narrative and quantitative reports for all Rhode Island Small Business Development Center activities and to meet milestones and goals; Demonstrated ability to manage follow-up activities and complete all Rhode Island Small Business Development Center evaluation reports; Demonstrated ability to collect data to provide economic impact narratives; and, Demonstrated ability to develop presentations and/or articles for publication.

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