

Position: Program Director, Sacramento Valley Small Business Development Center

Location: Sacramento, CA

Position Type: Full-Time

Compensation: DOE

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity-building and access to capital programs for small businesses and entrepreneurs. With a focus on low-wealth and underserved communities, California Capital provides technical assistance for new and existing businesses through a continuum of services including training, one-on-one counseling, and lending programs. In January 2022, we will begin hosting a Small Business Development Center (SBDC) serving the Sacramento Valley as part of the Northern California SBDC Network, funded in part by the U.S. Small Business Administration (SBA) and the State of California's Governor's Office of Business and Economic Development (Go-Biz). This is not a state or federal position. SBDCs provide a vast array of technical assistance to small businesses and aspiring entrepreneurs. By supporting business growth, sustainability and enhancing the creation of new businesses entities, SBDCs foster local and regional economic development through job creation and retention.

The SBDC Director is responsible for managing and directing all functions of the SBDC. This position oversees staff and contract consultants, and is responsible for developing, implementing and evaluating programs designed to provide business advising and training to small business owners. Duties include fiscal management, grant and contract administration, and a high level of interface with the public. The Center Director will represent the SBDC program at a local and regional level within the economic development and business communities.

Responsibilities:

- Plan, develop, implement, manage and evaluate the delivery of services to small businesses and entrepreneurs in the Sacramento Valley SBDC service area. Responsible for the attainment of Sacramento Valley SBDC's annual performance objectives.
- Supervise, train and evaluate the performance of assigned staff and independent contractors serving as SBDC business advisors.
- Maintain stakeholder engagement with business and economic development partners, community organizations, and other resource providers to promote SBDC services.
- Recruit talent to meet the small business needs of our communities; develop and implement new programs that are responsive to the changing needs of small business in the region.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty in all client interactions.
- Develop and implement an inclusive outreach plan for the Sacramento Valley SBDC that reaches all eligible clients. Develop the language and cultural capacity of SBDC services to serve a diverse range of small business owners.
- Manage the Center budget and resource allocation in compliance with state and federal contract requirements.
- Negotiate agreements between SBDC and local partner entities.
- Attend regional SBDC meetings and partner events as the main representative of the Sacramento Valley SBDC. Communicate regularly and submit reports as required to the Norcal SBDC Lead Center.

- Effectively manage employee performance by consistently providing constructive feedback, taking a collaborative approach to employee development, and administering necessary training including evaluations and performance improvement plans. Hold team accountable and ensure the organization's core values and performance standards are met.
- Monitor employee attendance and accountability and ensure appropriate staffing levels are obtained; run regular timesheet reports and take disciplinary action, if necessary.
- Communicate and coordinate training of staff on changes or updates to California Capital and Sacramento Valley SBDC policies or procedures. Develop training material that is responsive to staff and advisor needs.

Knowledge, Skills, and Abilities:

- Demonstrated ability in building relationships and fund development that will result in successful programs that meet cultural and language needs of diverse business communities
- Demonstrated ability in developing and delivering small business programs in low income, BIPOC, and historically excluded communities.
- Understanding of regional small business industry clusters aligned to program priorities including agriculture and manufacturing supply chains. Knowledge of supplier diversity and government contracting programs desired.
- Experience in working effectively with local community-based organizations representing business corridors and neighborhoods with a high percentage of underinvested businesses.
- Demonstrated ability to plan and deliver events, workshops, and training programs.
- Demonstrated ability to expand service delivery and develop program funding.
- Ability to prepare clear, concise and timely reports and correspondence.
- A strong commitment to providing excellent and inclusive service and promoting the mission of California Capital and the Sacramento Valley SBDC.
- Bilingual candidates are encouraged to apply.

Qualifications and Requirements:

- A bachelor's degree in a business-related field and at least four years of professional experience in community financial development, business / nonprofit management, or small business ownership.
- Familiarity with the small business community and demonstrated understanding of the challenges and opportunities for small businesses and entrepreneurs in the Sacramento region.
- An understanding of small business financing and access to capital, including the role of CDFIs in community financial development.
- Demonstrated ability to manage budget and fiscal compliance
- Proficiency in the use of business software applications e.g. MS Office, and web-based software platforms for service delivery and client relationship management.
- Must be willing to speak to sponsors, partners and community groups to build awareness and support of the SBDC and California Capital's mission.
- Able to work effectively as part of a management team and to provide leadership for SBDC staff.
- Plan, organize, prioritize and perform multiple tasks to perform job functions in an efficient manner.
- Must be willing to attend events and meetings as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Prior direct business consulting, training or teaching experience is highly preferred.
- Prior experience working for a business technical assistance program, a non-profit, and/or federal or state grant program is preferred.



How to Respond to this Announcement:

Interested respondents should email a resume, cover letter, description of specialty expertise (if not clear from resume) to careers@cacapital.org with "SBDC Director" in the subject line.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.