



Sponsored Programs Foundation

POSITION: Alameda County SBDC Lead Business Advisor
SCHEDULE: Exempt
SUPERVISED BY: Alameda County SBDC Director
LOCATION: Alameda County, CA
SALARY: \$70,000 - \$100,000 DOE

This is not a state or federal position. This is a full-time contracted position made possible through an agreement between the Humboldt State University Sponsored Programs Foundation and the United States Small Business Administration.

DESCRIPTION: Reporting to the ACSBDC Director, the Lead Business Advisor is the primary resource for providing technical assistance to ACSBDC clients, oversees the coordination of the center's training program, and assists the Center Director in the supervision of staff and Business Advisors.

DUTIES AND RESPONSIBILITIES:

- **Management Responsibilities:** Assist in the supervision of Center staff and Business Advisors. Act as a resource for Business Advisors on procedural or client issues. Responsible for ACSBDC training and service delivery at the i-GATE NEST Incubator.
- **Training Responsibilities:** Assist with seminar program development and execution.
- **Advising Responsibilities:** Assist ACSBDC clients as they accomplish definable milestones and deliverables, producing measurable economic impact.
- **Reporting Responsibilities:** Complete requested reporting and update client records in the Client Activity Database on a timely basis and within any predetermined cutoffs as established for the Alameda County SBDC or the Norcal region. Assist Center Director with programmatic and fiscal reporting as requested.
- **Community Responsibilities:** Participate as a panelist, speaker, or participant in key government and non-government events and with agreed to organizations.
- **Miscellaneous:** Assume additional responsibilities as requested by the Center Director.

MINIMUM QUALIFICATIONS:

- **Education:** Masters Degree from an accredited college or university program in Business Administration, Public Administration, or related field, or the equivalent in 5 years or more of sufficient and progressively responsible experience.
- **Experience:** At least 5 years of experience in business consulting, teaching, training and/or business management. Past small business ownership or operational experience is a plus.
- **Abilities & Specialized Skills:** Demonstrated oral and written communication skills; group process facilitation; demonstrated computer competency and knowledge of WEBCATS software.
- **Additional Requirements:** Must possess a valid California driver's license; must be able and willing to travel for several days at a time; position requires the ability to sit for extended periods, manual dexterity and eye-hand coordination, corrected hearing and vision to the normal range.

APPLICATION PROCEDURE:

Qualified applicants should submit letter of application, resume and three professional references to: Northern California SBDC Lead Center, Humboldt State University, House 71, Arcata, CA 95521 Attention: Corin Balkovek. **Only complete applications received by 5:00 pm November 11, 2011 will be considered.**

HSU Sponsored Programs Foundation is an Equal Opportunity/Title IX employer. Applications from and nomination of qualified women, members of minority groups, veterans with covered veterans status, and persons with disabilities are particularly encouraged. HSU Sponsored Programs Foundation hires only individuals authorized to work in the United States.