

Job Opening: Women's Business Center Director

Background: CEED is a non-profit 501(c)(3) that provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility and civic engagement.

Position Summary: CEED's Women's Business Center of Fayetteville (WBC) Director plans and organizes a comprehensive array of business counseling services, public training and education programs, and business support services to meet the needs of business owners, start-ups, and women entrepreneurs. The WBC focuses on providing these services to women, communities that are socially and economically disadvantaged, and to any other business owners who seek support.

CEED's WBC is a federally-funded program through the U.S. Small Business Administration (SBA) Office of Women's Business Ownership (OWBO). The WBC Director is responsible for ensuring successful day-to-day operation of the program, as well as fiscal control, reporting, and program compliance requirements for the WBC as required by the SBA and other entities. The WBC requires that non-federal matching funds are also raised each year to support the program.

Role of the Director: This position is a leadership role in a small non-profit organization. The WBC Director is responsible for all aspects of planning, organizing, and implementing the goals of the WBC. The Director ensures that WBC program clients at various stages of business development receive the services and resources they need to help them succeed. The position also has a visible public role with community relations activities, including interacting with other service agency partners and community stakeholders. The WBC Director also engages a volunteer advisory board to help plan events, develop programs, and strengthen community support for the Center's activities. Key skills and abilities for a successful WBC program director include:

- Strong interpersonal skills, and the ability to work with/support a diverse base of entrepreneurial clients.
- Adept at training others in key business areas such as marketing and preparing financial statements.
- Adept at providing business counseling/technical assistance to entrepreneurial clients.
- Comfortable speaking to small and large groups.
- Creative in their ability to design and market the WBC program through a variety of methods and channels.
- Organized in record-keeping and reporting. In particular, detail-oriented and responsive to SBA and federal reporting deadlines.
- Collaborative, able to build positive peer relationships with many government offices, non-profit agencies, and other community stakeholders in the Fayetteville area.
- Strong relationship-building and relationship-management skills with all stakeholders (e.g. employees, clients, funders and partners.)
- Ability to lead, manage, develop and coach staff members working at the WBC.

Qualifications:

- A four-year college degree is required.
- A background in business, program management, marketing, banking or financial management with at least four years of direct experience in the private or non-profit sector.
- Computer literacy is required, being adept using PCs with a Microsoft Office Suite (especially Excel), Adobe products, and internet research.
- Experience managing a federal grant program or previous work with the SBA is a plus.
- Experience leading teams and managing partnerships with various stakeholders.
- Market knowledge of the San Jose area's business and residential communities is desirable.

Work Environment and Benefits: The office is located in Fayetteville. The work week is Monday - Friday 8:30 am to 5:30 pm, with occasional evening and early morning meetings, as well as occasional overnight, out-of-town travel. The position is full-time salaried, exempt position and is not eligible for overtime. Benefits include paid vacation, health insurance and other benefits.

Salary: DOE

TO APPLY: Please read the full job description, and apply by sending a signed cover letter, resume, and references to: info@ncceed.org . Please use "WBC Fayetteville Director" in the subject line. Application deadline is March 30, 2017.

CEED is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.