



## VACANCY ANNOUNCEMENT

**Position Title: Director of Small Business Development Center**

**Position #: 400480**

**Position Status: Full-Time**

**Reports To: President**

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the President, the Director of SBDC will:

1. Plan the overall direction and results of the SBDC, ensuring that the plans are tied to those of our supporting partners, including the SBA, ASBDC, Colorado SBDC Network Lead Center, State of Colorado, Otero Junior College, and the various partners.
2. Support and facilitate the development and implementation of strategic plans to support and grow the SBDC client base, including Otero Junior College students and the regional entrepreneurial community.
3. Instruct and/or oversee the Leading Edge curriculum at Otero Junior College each semester as well as recruit students and speak at any engagement on campus when appropriate.
4. Offer other appropriate credit/non-credit courses to the OJC community.
5. Provide internships/apprenticeships/externships experiences for OJC students.
6. Ensure alignment of purpose and adherence of policies among the various SBDC partners.
7. Create and update the detailed Southeast Colorado SBDC Strategic Plan and Balanced Scorecard.
8. Champion the SBDC brand in cooperation with the Economic Development Organizations (EDOs) and the Chambers of Commerce in SE Colorado, the Colorado SBDC Network Lead Center and the State of Colorado.
9. Ensure programs and services are aligned with local small business needs.
10. Develop and manage a strategic plan in conjunction with the regional advisory board.
11. Cultivate a fundraising plan to raise of a minimum of \$30,000 annually.

*See Human Resources for a complete job description.*

### **Minimum Qualifications:**

- Bachelor's degree in Business or relevant field
  - Minimum of two years of experience in professional consultation with measurable results in business development or 3 to 5 years of successful business ownership or management
  - Business and marketing plan development
  - Market research and analysis
  - Marketing and business advertising techniques
  - Budgetary principles and practices
  - Excellent oral and written communication
  - Commitment to outstanding customer service
  - Exceptional interpersonal skills
  - Ability to plan, organize and evaluate programs
  - Experience developing and managing a budget
- 
- Demonstrated experience maintaining cooperative working relationships with businesses, academics, and representatives in diverse fields and from a variety of ethnic and economic backgrounds

- Ability to perform under the pressure of deadlines and other administrative demands
- Valid driver's license

**Preferred Qualifications:**

- Experience launching and building a successful organization
- Experience with co-working communities and makerspaces
- Master's degree in business or relevant field
- Experience with training, supervision, and evaluation of staff
- Experience conducting or facilitating trainings
- Experience developing regional advisory board
- Experience working with a Small Business Development Center Network
- Experience with the development and implementation of a strategic plan
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**Skills:**

- Detail orientated
- Aptitude for project management and completion
- Strong understanding of financial and cash flow analysis
- Functional and technical business acumen
- Managerial abilities to measure work volume, delegate, direct and motivate
- Composure and flexibility

**SALARY:**

\$40,000 - \$50,000 with excellent benefit package including retirement, health, vision, dental and life insurance  
12 month professional-technical position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

End of business day, April 22, 2019  
Open Until Filled

**POSTION START DATE:**

June 15, 2019

**Submit Application Packet To:**

Otero Junior College  
Attn: Carol Noll  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu)

## **Inquiries May Be Directed To:**

Carol Noll  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

## **Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu), or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO JUNIOR COLLEGE:**

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management
- Agricultural Production Management
- Cosmetology
- Crop Production
- Emergency Medical Service
- Health Navigator Community Health Worker
- Law Enforcement
- Medical Office Clerk
- Nursing Assistant
- Phlebotomy
- Practical Nursing

To learn more about Otero Junior College, visit the college's website at [www.ojc.edu](http://www.ojc.edu).

**OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.