The Wisconsin Small Business Development Center (SBDC) State Director is responsible for directing the implementation and execution of the SBDC network vision and strategy. The state director provides statewide vision, directs and monitors the programmatic activities and manages the budget of the SBDC network. This position is responsible for all state and federal funding and programmatic compliance issues and communicates on a regular basis with the SBA program manager, district director and project officer. The Director must provide innovative leadership, creative strategies and oversight of programmatic implementation at the highest levels of integrity and excellence. This position is also responsible for increasing all monetary and non-monetary resources in support of the statewide network.

This position reports to the Executive Director, of the Division of Entrepreneurship and Economic Development (DEED), University of Wisconsin – Extension. DEED functions as the focal point for efforts that match the expertise, research, and other resources of the University of Wisconsin System institutions with education that fosters entrepreneurial and innovative efforts to meet the development needs of the state’s economy.

**Principal Duties**

*Vision and Strategy*

- Create and update the detailed Wisconsin SBDC network strategic plan.
- Plan the objectives and direct the activities of the Wisconsin SBDC network, ensuring that the plans are tied to the execution and implementation of the SBDC concept and UW-Extension’s vision on a statewide basis.
- Align the SBDC principles with the SBA regulations and the ASBDC accreditation criteria.
- Champion the promotion of the SBDC brand in cooperation with UW-Extension.

*Partnerships*

- Develop and maintain close working relationships with the SBDC regional host campuses and SBDC regional center directors in order to achieve the goals of the SBDC and DEED.
- Develop and maintain close working relationships with statewide small business and professional organizations, universities, incubators and tech parks, and other organizations serving small businesses.
- Maintain active presence/visibility with funding partners including the SBA, the State, local governmental entities, regional hosts, and private sector supporters.

*Network / Center Development*

- Assess statewide staffing resources and plan the changes necessary to carry out the SBDC mission.
- Develop and maintain a recognition and reward system for staff performance excellence within the network.
- Develop, execute and maintain a professional development plan for network staff.
Administration

• Assure SBDC compliance with applicable laws, regulations, OMB circulars and Executive Orders, and negotiate and implement the annual Cooperative Agreement with the SBA, ensuring that national, state and local needs are addressed.
• Serve as state-level liaison with the national Association of SBDC’s, and SBA national, regional and district offices.
• Serve as the chief spokesperson for SBDC network initiatives.
• Assure SBDC compliance with state and UW-Extension requirements and regulations.
• Oversee and manage the SBDC Lead Center annual budget and regional center annual budgets and plans.

Accountability

• Supervise Lead Center staff to carry out the duties mentioned above.
• Assure the programs and accountability are in place to achieve ASBDC program accreditation.
• Assure the SBDC meets required metrics as set through the annual negotiation of goals with the SBA.

Resource Development

• Assess, develop and coordinate the rollout of statewide business assistance assessment instruments and statewide business assistance tools.
• Ensure proactive relationship building and resource sharing amongst centers through the creation of a statewide business assistance resource and service matrix or similar database.
• Develop, procure and maintain close working relationships with private and public sponsors.
• Ensure the effective and efficient use of resources throughout the network. Manage the SBA and other funding source proposal processes and allocation decisions, in concert with the DEED executive director.

Other Duties

Perform other duties as assigned by the Executive Director of DEED

Work Location/Travel Requirements

Office location: 432 N Lake Street Madison, WI 53706

Estimated 30-40% Travel Required (includes some out-of-state travel) Early morning and evening meetings may be required. This is a salaried position and work requirements may exceed forty (40) hours per week.

Knowledge, Skills and Abilities

• Direct, coordinate and manage a multi-faceted, multi-location business development program.
• Direct, coordinate and manage human and administrative resources.
• Skills in establishing and maintaining effective working relationships with a variety of
partners which are needed for a successful network.

- Proven ability to implement the SBDC network vision and build a consensus-based, multifaceted team to execute it with top-quality results; successful track record building collaborative, effective partnerships that result in economic impact.
- Prior administration of a multi-million dollar budget process.
- Proven experience in creating the visibility and reach of an organization through effective branding, demonstrated record in obtaining monetary and non-monetary resources that includes identifying prospects, building cases for support and developing proposals.
- Experience in the design, development and implementation of a strategic plan.
- Proven communication skills, with ability to effectively articulate ideas in written communications and oral presentations.

**Required Qualifications:**

- Bachelor’s Degree required. Master’s Degree in business or other related field is preferred
- Appropriate business or administrative experience, which demonstrates the knowledge and abilities to fulfill the required skills.
- Ability and willingness to travel both within Wisconsin and nationally.

**Desirable Qualifications:**

- Senior leadership experience in higher education administration, government or other public sector organization.
- Seven years of business ownership or full charge management
- Experience in identifying business and economic development needs within a community

**About the Division of Entrepreneurship and Economic Development:**

The Division of Entrepreneurship and Economic Development fosters, supports and coordinates entrepreneurship and economic development activities occurring at the University of Wisconsin campuses and the communities they serve. We do this through partnerships with governmental entities, educational institutions, non-profit organizations and the business community. DEED, via the Small Business Development Centers, the Center for Technology Commercialization and the Center for Community and Technology Solutions, helps entrepreneurs create new businesses and grow existing businesses by providing training; information about financial, technology and other resources; one-on-one business counseling; and networking opportunities.

For more information about the University of Wisconsin-Extension, visit [http://www.uwex.edu/](http://www.uwex.edu/)

**Salary and Benefits:**

The official title of this position is Director, Unspecified (9) with a working title of State Director, Wisconsin Small Business Development Center. This is a full time position. Salary is dependent on qualifications and experience.

Excellent benefits are available to the incumbent, including participation in the Wisconsin Retirement System; life, medical and hospital insurance; vacation and sick leave. For more on benefits, see [http://www.uwsa.edu/hr/benefits/uben.pdf](http://www.uwsa.edu/hr/benefits/uben.pdf).
Application Procedure:
To ensure full consideration applications must be received by September 23, 2013. Applications will be accepted until the position is filled.

Application materials must include:
1. A letter of interest addressing the applicant’s qualifications and experience as they relate to the responsibilities of the position.
2. A professional resume or curriculum vitae.
3. Names, addresses and telephone numbers of five professional references.
4. For reporting purposes only, we require that all applicants submit an “Applicant Survey Form” which is available at http://www.uwex.edu/jobs/documents/survey.pdf

Under Wisconsin statutes, UW-Extension is required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The names and titles of all finalists for the position must be disclosed upon request. The request for confidentiality form is available at http://www.uwex.edu/jobs/documents/notice.pdf

Electronic submission of application materials is required. PDF format is preferred.
Send materials to donna.mclaughlin@uwex.edu

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position.

The University of Wisconsin-Extension is an Equal Opportunity/Affirmative Action employer and actively seeks and encourages applications from women, minorities and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.