

Director, Small Business Development Center Grant
Lee College

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Posted Dec. 9, 2024, set to expire Mar. 28, 2025

Job Title	Director, Small Business Development Center Grant
Department	Provost/Academic & Student Affairs
Institution	Lee College Baytown, Texas
Date Posted	Dec. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other Administration - Accounting & Finance
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Job Description	

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Director, Small Business Development Center Grant

Salary:

Job Type: Full-Time

Job Number: FY2300530

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$61,606 - \$70,849. The initial salary offer is commensurate with education and related work experience.

Directs and operates the Small Business Development Center (SBDC) at Lee College. The Lee SBDC is a center of the University of Houston Texas Gulf Coast SBDC Network (UH TGCN). This position reports to the Executive Director of Workforce Development at Lee College and the Small Business Development Center (SBDC) Regional Office at the UH TGCN.

Essential Duties & Responsibilities

- Provide overall management of the SBDC at Lee College in accordance with the established federal, state and local guidelines. Provide business advising and training to small businesses and entrepreneurs in several surrounding counties. Supervise business advisors, a program manager and student workers on a day to day basis.
- Conduct client advising sessions, performing financial, operational and administrative analyses, prepare recommendations that result in positive economic impact. Assistance includes, but is not limited to, analyzing specific business and industry data in finance, marketing, management and operations; human resources and related issues; supporting the development of business plans and financial packages, calculating and interpreting historical and projected financial ratios, preparing pro forma cash flow and financial statements; troubleshooting to identify problems and areas for improvement.
- Provide guidance on expansion such as foreign markets and technology commercialization when needed.
- Develop and facilitate training workshops for area entrepreneurs and businesses.
- Meet and/or exceed annual assigned performance metrics both individually and collectively with the business advisors to meet SBDC goals as set forth in the annual sub-recipient agreement.
- Provide budget development and management, technical and performance reporting as required by Lee College, internal audit and the UH TGCN. Manage client records via specified client tracking system.
- Initiate, build and maintain relationships with key stakeholders to include the SBA and its resource partners, Chambers of Commerce, economic development organizations and lenders.
- Coordinate, as appropriate, with faculty to engage students on targeted SBDC client projects.
- Keep records and submit timely reports as required by the College and the UH TGCN regional office.
- Maintain a relevant, efficient resource and information center, collect and accurately report client

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- Contribute to the overall success of the Lee College SBDC.
- Attend local community events related to small business and all college events related to the center.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's (or higher) degree or a combination of education and relevant experience operating a small business
- Seven (7) years of related work experience in business consulting/advising or direct entrepreneurial experience in launching and operating a small business
- Knowledge of marketing, financing/capital formation, human resources, budgeting/account, strategic planning, and other operational areas necessary to assist clients in starting a business and/or manage a growing business
- Some travel required. Travel is typically confined to the Lee College service area; however, professional development may require participation in conferences or similar activities at locations throughout the state of Texas
- Able to build relationships with private entities, chambers, corporations, entrepreneurial and banking/investment communities
- Able to work independently, with good interpersonal skills
- Display initiative and demonstrate professionalism
- Able to handle multiple projects and meet assigned annual metrics.
- Must have strong oral and written communication skills, public speaking and training skills required
- Knowledge of Microsoft Office Suite, CRM database knowledge, and industry and market research skills
- This position requires travel within the service area, as well as out of town to attend meetings, training and/or conferences
- Must be able to work evenings and weekends as required

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic



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information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4738167/director-small-business-development-center-grant>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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