



POSITION ANNOUNCEMENT

DIRECTOR OF ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER AT IECC

DESCRIPTION:

The SBDC Director plays a crucial role in helping small businesses succeed and requires a combination of strategic thinking, leadership, and business expertise. The Director is responsible for developing and implementing strategic plans for the Center, building and maintaining relationships with key stakeholders, conducting needs assessments, promoting the SBDC and its services, and developing and delivering training and advising services to small business owners and entrepreneurs. The Director is also responsible for managing the Center's budget and finances, preparing timely reports, maintaining recordkeeping, and ensuring compliance with regulations. In addition, the Director supervises and manages staff, including hiring, training, evaluating, and providing feedback. The Director is responsible for analyzing SBDC performance data to improve and adjust services. The position involves travel across the service area as well as travel in and out of state for required conferences.



This is a federal grant-funded position hosted by Illinois Eastern Community College.

QUALIFICATIONS:

A bachelor's degree from an accredited university is required, with an emphasis on business management and financial planning. Experience in the area of advising, entrepreneurship and grant management is preferred. In addition, applicants should have excellent oral and written communication skills and the ability to prepare financial reports. Applicants should also be able to work independently, prioritize and multitask to see several projects and activities through to completion.

WAGES/BENEFITS:

Base pay starting at \$41,809 - \$46,009 per fiscal year; commensurate with education and experience. Benefits include, but are not limited to, medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS:

Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to iecchr@iecc.edu or mail to:
 Illinois Eastern Community Colleges
 Attn: Human Resources
 233 East Chestnut Street
 Olney, IL 62450

APPLICATION DEADLINE:

Applications will be reviewed as received and will be accepted until the position is filled.

STARTING DATE:

Pending approval by the Board of Trustees.

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at (618) 395-5299 Extension 5522.

**IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.
 EQUAL OPPORTUNITY EMPLOYER**