CLASSIFICATION
10,000 Small Businesses Regional Executive Director

FLSA Status: Exempt
EEOC Job Category: Professionals
Union Representation: Unrepresented

GENERAL PURPOSE
Under the direction of the Executive Vice President of College Advancement and Economic Development (CAED), provide regional leadership and oversight for the development, implementation, operations of the Southern California Region 10,000 Small Businesses (10KSB) Initiative (servicing ten counties in Southern California); develop and manage regional program budgets; develop strategic program plan, partnerships for Southern California Region, LBCC, and sub-site(s); develop and establish policies and guidelines for the Southern California Region that comply with grantor(s) program requirements and standards; maintain Southern California Region standards designated by 10KSB program national partners and grantor(s); lead growth and development of a quality 10KSB alumni program, maintain program excellence and national prominence of LBCC 10KSB program; oversee national best practices implementation at regional sites; hire, supervise, direct, and evaluate Southern California 10KSB Regional Center staff and contractors in delivery of services to support regional program; and responsible for all sites in the region to meet program objectives and outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; provide leadership in development and monitoring of performance against budget for the region; develops, implement and evaluates program plans, policies, budgets, processes, systems and procedures to achieve regional program, Division and District goals, objectives and performance measures consistent with the District’s quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends incentives as appropriate to recognize performance, including network partners; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions. Manage regional site contractors and deliverables to meet standards of program.

3. Provides day-to-day leadership and works with staff to ensure a high performance, high-level customer service oriented work environment which supports achieving Southern California Region
10KSB and District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee team and environment.

4. Directs and monitors program activities and budgets of the Southern California Regional Center site(s); responsible for effective outreach to the small business community, program scholars and alumni. Provides sustainable program planning for the program serving ten counties in Southern California (1- Counties consisting of: Los Angeles, Orange, San Bernardino, Riverside, San Diego, Imperial, Santa Barbara, Ventura, San Luis Obispo, and Kern), including directing, coordinating and managing the human, administrative, contract and subcontract resources to operate the program.

5. Establishes partnerships that play a significant role in supporting outreach and recruitment with LBCC, to the small business community. Secures additional funding as appropriate and administers contracts from grantor(s), partners, corporate sponsorships and other appropriate entities; ensures compliance with private and public sector (federal and state funding) regulations.

6. Prepares for and maintains ongoing reporting and delivery of outcomes per program requirements; oversees and manages all national partners, grantor(s), grant and District reporting requirements; monitors subcontractors and sites for program compliance; develops and expands implementation of region’s 10KSB alumni plan and program.

7. Develops and directs staff in managing 10KSB performance benchmarks and standards; monitor and analyze network performance to improve region’s operational policy development, strategic planning, processes, while encouraging program innovation; and program budget performance.

8. Develop a collaborative working relationship with 10KSB national partners, national network of 10KSB community colleges, regional and local partners. Participate in 10KSB national meetings and support 10KSB national cohorts as determined by funder.

9. Represent LBCC in interfacing with legislators, and other relevant government agents and agencies, public and private entities, and media; interface, collaborate and partner internally with CAED and LBCCD; actively manage and motivate regional sub-site(s) staff, host institution(s) and representatives for planning, communication and maintain effective performance, contract compliance and working partnerships.

10. Direct and oversee 10KSB scholar measurement and evaluation program and CRM systems; analyze metrics and develop relevant metrics and reports for District leadership to demonstrate program outcomes and effectiveness.

11. Align to the extent permissible with CAED Strategic Plan and college initiatives.

OTHER DUTIES

1. Participates on District committees, as assigned.

2. Attends workshops, seminars, conferences and other program-related events as directed.

3. Assist Executive Vice President on special projects.

4. Performs other duties as assigned
QUALIFICATIONS

Knowledge of:

1. Principles and practices of management, project management and supervision.
2. Principles and practices of employee hiring, training, motivation, and supervision.
3. 10KSB program model, operations, goals and procedures.
4. Public and private sector grant-funded program procedures, processes and requirements.
5. Resource and partnership development.
6. Regional economic conditions and business and industry trends.
7. Participatory governance and ability to build consensus, resolve difficult issues, and foster a collaborative team environment.
8. Project management, business processes and analysis, data management, and use of appropriate technology (such as CRM) in the business environment.
9. Advanced personal computer operation, including general and specialized software packages/applications for word processing, spreadsheets, database management, financial systems management, and internet navigation.
10. Labor market conditions and emerging industry trends.
11. Quality control, continuous process improvement principles, and internal audit procedures.
14. Marketing concepts, principles, and techniques.
15. Public relations concepts and principles.
16. Oral and written communication skills, including correct English usage.
17. Principles of successful management, operational and fiscal accountability.
18. The diverse socioeconomic, cultural, ethnic and disability backgrounds of the local regional population.
19. The small business and economic development community in the Southern California region.
20. Small business technical assistance programs and innovative entrepreneur education initiatives.
Ability to:

1. Supervise, evaluate and train a team of assigned personnel.
2. Lead and motivate staff to achieve goals, performance and objectives.
3. Lead and maintain effective and cooperative working relationships with management and staff in the regional center, other sub-site(s) and college personnel, external funding agencies, including the national partners and grantor(s), private funders and key stakeholders.
4. Analyze business needs; organize workload and prioritize duties and activities.
5. Communicate effectively both orally and in writing.
6. Manage grantor(s) programs, specifically private and public funded programs, or related grants.
7. Plan, develop and manage a large program budget ($3 million or larger).
8. Deal effectively with legislators and legislation issues related to the Southern California Region and programs.
9. Operate with complex regulations, policies, requirements and bureaucracy.
10. Work effectively and cooperatively with diverse constituencies within a participatory governance environment.
11. Compose reports, correspondence, and articles for publication; speak in public, make presentations to small and large groups, and interface with press as needed on behalf of District and program.
12. Proficient operation of a personal computer including work processing, spreadsheets, relational database, client relationship management and financial systems.
13. Analyze, evaluate and problem solve simple and complex matters in a timely manner.
14. Analyze, interpret and present data and prepare reports.
15. Maintain effective public relations with services communities.
16. Manage recruitment of CEOs/business owners for specialized entrepreneurial and management education programs.
17. Develop and implement strategies for program sustainability.
18. Develop and write proposals and raise funding for program initiatives.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited institution of higher education with a Bachelor’s degree in business, finance, or a closely related field; and eight years’ experience in program leadership and management of large complex projects, budgets, and personnel, involving business and data systems, including a minimum of three years in an executive leadership position/level managing entrepreneur/business education and training.
programs, or an equivalent combination of training and experience. Evidence of sensitivity to and understanding of the diverse small business community needs; regional economic drivers and indicators, diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college environment. Master’s degree in a closely related field is highly desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. The employee must be able to perform travel throughout the Southern California Region service area and travel to in-state and out-of-state events and conferences as required. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, contractors, consultants, vendors and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is required to attend evening meetings and travel. May be required to work evenings or weekends.