



## Eastern Sierra Small Business Resource Center Director

Reports to: Vice President  
Job Type: Full-Time, Salary, Exempt  
Salary: \$73,000 per year  
Location: Bishop, CA (this is an in-person working position)  
Open Until: Filled

### **ABOUT THE ORGANIZATION**

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Sierra Business Council (SBC) is a nonprofit organization based in Truckee, CA with a mission to foster thriving communities through on-the-ground projects that promote, develop, and amplify the region's social, environmental, and economic capital. As a leader in developing and implementing triple bottom line solutions, we provide innovative approaches to increase community vitality, environmental quality, economic prosperity, and social fairness in the Sierra Nevada.

Our work places us on both the state and national stage advocating for the diverse and inspiring "Range of Light" on issues including economic empowerment, natural resource management, and climate change adaptation and mitigation. Sierra Business Council harnesses these opportunities by implementing projects that demonstrate proactive and positive adaptations to a shifting environment, economy, and population. These projects will empower the Sierra Nevada to become the best place to raise a family, seek adventure, learn, engage in community, grow a business, and find meaningful work – a place of hope and accomplishment.

We act as steward leaders of the region, taking responsibility for the care and responsible management of our place. It is a place where residents and visitors have the opportunity to improve their lives, renew their spirits, and prosper in health as well as wealth. It is the place many of us seek – a place to call home.

### **POSITION SUMMARY**

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We are looking for a passionate and proven leader to lead the eastern Sierra regional effort to kick-start a regional Business Resource Center in Bishop, California focused on innovative, equitable, and inclusive economic development.

The Eastern Sierra Small Business Resource Center (BRC) is a welcome center for the region's businesses and entrepreneurs. Its vision is to directly support the business through access to knowledge and resources, networking, collaboration space, and enhancement of the region's entrepreneurship ecosystems. The BRC's direct services and core activities include the navigator program, events and meetups, and business development services. These tools are essentially used to capture, activate, and engage the entrepreneurs of the region. Events and meetups cast a wide net of attention and capture a wide group while the navigator program refines this and connects needs to resources, activating the entrepreneur. Business development services refine this even further, providing training and education, to engage the entrepreneurship community in the region. This approach is referred to as the funnel strategy, a well-accepted method to build culture and economic development results over time.

The Business Resource Center Director is a senior-level position reporting to the Vice President and closely coordinating outreach activities and strategic direction with the President.

This position will lead the implementation of the Center's strategic plan, [[see attached](#)], including overseeing the completion of the Center's tenant improvements; assessing and developing regional business industry sectors that increase high quality employment, entrepreneurial opportunities, business growth, and public and private sector



investment; connecting triple bottom line business opportunities, which achieve sustainable economic goals in the region, to sources of capital; actively engaging in the development of and the implementation of Inyo County, City of Bishop, and other regional economic development strategies as well as SBC's ongoing Strategic Plan; playing a key role in organizational strategic direction, business planning, and project planning in concert with regional stakeholders and the SBC executive team; and in coordination with and under the President's direction, share responsibility for outreach to sponsors, donors, private foundations and state and federal entities.

The Business Resource Center Director is required to reside in the eastern Sierra region accessible to the City of Bishop, CA with frequent travel within the eastern Sierra and occasional travel to state financial centers such as Sacramento and Los Angeles.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

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The Business Resource Center Director is primarily responsible for the day-to-day management of the Eastern Sierra Business Resource Center.

Key responsibilities include but are not limited to:

- Implementation of the Center's strategic plan
- Organize, coordinate, direct, and supervise the activities and operations of the Center and future staff
- Coordinate and provide direct technical assistance to entrepreneurial businesses and social sector organizations seeking to incorporate solving economic, social, and environmental challenges through new enterprises or adding new values to existing enterprises
- Assess, identify, and build network communications with sources of capital investment in the region
- Coordinate with SBC staff and stakeholders to assess the eastern Sierra to identify, define, and understand the potential of new or emergent industry clusters or the expansion capacity of existing industry clusters that achieve sustainable economic development goals
- Ensure that the Center's operations and activities are in conformance to and in compliance with applicable federal and state regulations and applicable policies and procedures
- Serve as a resource to others for data, research, special projects, schedules, and other information pertaining to small business development services
- Resolve issues, provide reports, and ensure program objectives and policies are properly implemented
- In coordination with SBC's VP of Finance, develop, coordinate, and administer the Center's budgets; monitor and control expenditures; prepare and submit required state and institutional fiscal and accounting records as required
- Establish a cooperative and effective liaison with regional economic development professionals, business consultants, bank representatives, and other business assistance agency representatives to facilitate service delivery to clients in the region
- Identify and develop training and consulting needs throughout the region
- Oversee the scheduling of the Center's consulting appointments and training, including use of facilities, and details required for on-site visits
- Prepare, present, and coordinate reports and records required by various agencies
- Follow up on activities and project evaluation reports to facilitate service delivery and assessment
- Establish and collect resource materials for business library
- Conduct and attend a variety of meetings in support of the small business development and incubation programs

- Direct and supervise the work of others
- Design and manage the Center’s overall fundraising strategy, plan, and budget, in coordination with other development staff
- Expand fundraising and research efforts to solicit new funding from sponsors, major donors, foundations, government agencies, and other identified prospects
- Coordinate the Center’s fundraising strategy with SBC’s communications and marketing strategy
- Schedule and manage contacts with potential new sponsors
- Prepare drafts of grant proposals and reports in coordination with the President, Vice President, and key project staff.

\* Position overview is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Other duties and special projects may be required as assigned.

### MINIMUM SKILLS AND QUALIFICATIONS

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- Bachelor’s Degree in business administration, economics, non-profit management, sustainability, communications, or related field
- At least five years of experience in business development, planning, or related experience
- Proven track record of achieving revenue targets and/or quotas of over \$1 million annually
- Familiarity with, and demonstrated understanding of, SBC’s mission - including sustainable economic development, environmental improvement, and community development
- Exceptional management and research skills
- Must have positive attitude, be team focused, and possess strong interpersonal and intercultural skills including tact and diplomacy
- Collaborative, effective, and professional written and verbal communication skills including ability to participate in public speaking events
- Ability to exercise discretion and independent judgment
- Ability to work independently with limited supervision as well as with a team
- Capacity to be flexible and adaptable
- Strong organization and time management skills as well as the ability to meet or exceed deliverables
- Ability to develop and maintain strong, effective working relationship with stakeholders, clients, and team members
- Ability to learn, interpret, and apply policies, procedures, and regulations while providing program-based guidance and interpretation for staff and the public
- Competency in developing and managing budgets including preparation financial reports
- Proficient in handling multiple projects simultaneously within stringent time constraints
- Must be an advocate of socially responsible societal values and their pursuit, and maintain a continuing awareness of sustainability issues within the eastern Sierra region
- Advanced level of computer literacy, including familiarity with project management software, CRM databases, and other related tools; and superior abilities with Microsoft Office Suite
- Must have the ability to maintain confidentiality and integrity of sensitive data and information
- Must be able to follow and implement organizational policies and procedures



## PREFERRED SKILLS AND QUALIFICATIONS

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The right candidate will have or quickly acquire an active knowledge of Sierra Nevada issues, understand the political and business environment of the eastern Sierra, be familiar with how to work with local governments, business industry leaders, colleges, and community groups, and have a background and demonstrable record of accomplishment in business development with a record of increasing responsibility.

The successful candidate will be exemplary in the following set of qualifications, skills, and knowledge of:

- Principles, procedures, objectives, and practices related to small business operations
- Budget, business plan development, and implementation practices and methods
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; activities for staff professional development; and equal employment policy

## EMPLOYMENT REQUIREMENTS

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- Must possess a valid California driver's license; clean DMV record; a reliable, properly registered personal vehicle; and liability insurance with the state required insurance minimums
- Must be able to pass a pre-employment background screening
- Must be able to provide proof of eligibility to work in the U.S.
- Willingness to travel, including overnight

## PHYSICAL REQUIREMENTS AND WORK CONDITIONS

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- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability)
- Continuously and Repeatedly:
  - Finger/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, feel, use hand-eye coordination, use foot-hand-eye coordination, reach at shoulder or below, hear, speak, and sit
  - Near vision
- Frequently:
  - Reach above shoulder, stoop, kneel, balance, bend, twist body, turn body, walk, and stand
  - Midrange vision, far vision, depth perception, color vision, field of peripheral vision
- Occasionally:
  - Lift, carry, push, or pull a minimum of 25 lbs
- Typical office environment conditions and noise levels
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions

## BENEFITS

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- Medical, Dental, Vision
- 401k Participation
- Paid Time Off (PTO) & Paid Holidays

## TO APPLY

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Please email your cover letter and resume to [careers@sierrabusiness.org](mailto:careers@sierrabusiness.org) with the position title in the subject line.