



Title: Eastern Sierra Small Business Resource Center Director

Location: Bishop, California

Start Date: ASAP

Type: Full Time, Exempt

Open until: Filled

Salary: \$95,000

About this role:

Do you dream of working in a dynamic, professional environment on some of the most pressing issues of our time while living in one of the most inspiring places in the world? Sierra Business Council, a non-profit organization based in Truckee, California, is a leader in developing and implementing “triple bottom line” solutions that foster and balance



economic, social, and environmental capital via on-the-ground projects and initiatives throughout the Sierra Nevada region. 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, community development, natural resource management, and climate change adaptation. **We are looking for a passionate and proven leader to direct the Eastern Sierra regional effort to kick-start a regional Business Resource Center focused on innovative, equitable, and inclusive economic development.**

The Business Resource Center Director is a director-level position at SBC that assumes primary responsibility for the day-to-day management of the Eastern Sierra Small Business Resource Center (the Center) located in Bishop, California.

The Center will be a one-stop location offering business development services and technical assistance, convening services, small business innovation and incubation services, and community development programming to communities and businesses in the eastern Sierra region of the Sierra Nevada.

The Center Director will lead the implementation of the [Center's strategic plan](#). The Center Director will coordinate with industry leaders, community organizations, and local governments on the development and implementation of a regional inclusive economic development strategic plan which includes the assessment and advancement of regional business industry sectors that increase high-quality employment. The Center Director will develop programs to advance entrepreneurial opportunities, business growth, and public and private sector investment, collaborating and leveraging the SBDC network from Cal State Bakersfield and the regional Workforce Investment Board as appropriate. The Center Director will lead in connecting triple-bottom-line business opportunities that achieve sustainable economic goals in the region to sources of capital. The Director will be actively engaged in the development of and the implementation of the Mono and Inyo County, Town of Mammoth Lakes, and City of Bishop economic strategies, plus any other regional economic development strategies including the Sierra Jobs First strategic plan, the Eastern Sierra Comprehensive Economic Development Strategy, and SBC's ongoing Strategic Plan. In addition, the Center Director will work closely with Mother Lode Job Training Center to coordinate programming that advances the goals of the Sierra Jobs First strategic plan.

This position will play a significant role in organizational strategic direction, business planning, and project planning in concert with regional stakeholders and the SBC management team. In coordination with and under the President's direction, the position will share responsibility for outreach to sponsors, donors, investors, private foundations, and state and federal entities.

The Center Director will be responsible for the following tasks:

Responsibilities:

- Implements the Center's strategic plan
- Organizes, coordinates, directs, and supervises the activities and operations of the Center and future staff
- Coordinates and provides direct technical assistance to entrepreneurial businesses and social sector organizations seeking to incorporate solving economic, social, and environmental problems through new enterprises or adding new values to existing enterprises
- Assesses, identifies, and builds network communications with sources of capital investment in the region
- Coordinates 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
- Ensures 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

- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to small business development services
- Resolves issues, provides reports, and ensures program objectives and policies are properly implemented
- Develops, coordinates, and administers the Center budgets; monitors and controls expenditures; prepares and submits required state and institutional fiscal and accounting records as required
- Establishes 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
- Identifies and develops programs to address training and consulting needs throughout the region
- Oversees the scheduling of the Center's consulting appointments and training, including the use of facilities, and details required for on-site visits
- Prepares, presents, and coordinates reports and records required by various agencies
- Follows up on activities and project evaluation reports to facilitate service delivery and assessment
- Establishes and collects resource materials for the business library
- Conducts and attends a variety of meetings in support of small business development and incubation programs
- Directs and supervises the work of others
- Designs and manages the Center's overall fundraising strategy, plan, and budget, in coordination with other Development staff
- Prepares drafts of grant proposals and reports in coordination with the President, Vice President, and key project staff

Qualifications/Skills

The right candidate will have or quickly acquire an active knowledge of Sierra Nevada issues. He/She will understand the political and business environment of the Eastern Sierra and be familiar with how to work with local governments, business industry leaders, colleges, and community groups. The right candidate will 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

- Ten years experience in business development, planning, or related experience preferred
- Proven track record of achieving revenue targets and/or quotas of approximately \$1 million annually
- Familiarity with, and demonstrated understanding of, SBC's mission - including sustainable economic development, environmental improvement, and community development
- Excellent interpersonal and intercultural communication skills, excellent oral communication skills, and ability to participate in public speaking events
- Ability to work independently with limited supervision
- A minimum of a Bachelor's Degree in a related field (business administration, economics, non-profit management, sustainability, communications, etc.)
- Excellent written communication, research, and organizational skills
- Ability to develop and manage budgets and prepare financial reports
- Ability to handle multiple projects simultaneously within stringent time constraints
- Ability to maintain an excellent working relationship with co-workers, stakeholders, and clients
- 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
- Must be computer literate, including familiarity with project management software, CRM databases, and other computer tools, and superior abilities with MS Office Suite
- Willingness to travel for work
- Possession of a properly registered and insured personal vehicle, and a valid California Driver's License

This is a senior-level staff position, reporting to the Vice President and closely coordinating outreach activities and strategic direction with the President/Chief Executive Officer. The position requires residing in the Eastern Sierra region accessible to the City of Bishop, CA. This position will require frequent travel within the Eastern Sierra and occasional travel to state financial centers such as Sacramento and Los Angeles.

About the Eastern Sierra Small Business Resource Center

The Eastern Sierra Small Business Resource Center (BRC) is an innovation center for the region's businesses and entrepreneurs. Its vision is to directly support the business community 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, engage and activate the entrepreneurs in the region. Events and

meetups are intended to cast a wide net to attract clients from across the region, while the navigator program refines the ideas incubated by the network and connects them to resources, activating the entrepreneur. Business Development Services refines 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.

About Sierra Business Council

Sierra Business Council (SBC) is a nonprofit organization 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. We catalyze and demonstrate innovative approaches and solutions to increase community vitality, environmental quality, economic prosperity, and social fairness in the Sierra Nevada. Through innovation, integrity, and respect, the 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.

Organizational Offerings

Opportunity to work with an organization that strongly promotes a socially entrepreneurial business model in a rural region, applying the principles of business to the toughest regional problems; Excellent technological tools and training opportunities to expand capabilities with those tools; Innovative workplace with highly dedicated personnel and ‘no drama’ staff culture; Strong commitment by organizational leadership to fundraising including the dedication of top-level staff time to cultivation; Full suite of health benefits including medical, dental and vision; 401k match; Opportunity to live in one of the most beautiful places in California with a strong active outdoor lifestyle and sense of community.

Please send your resume and cover letter to Michelle Bassard **at** careers@sierrabusiness.org.

For additional information about Sierra Business Council please visit: www.sierrabusiness.org