



1140 N. Lamon Avenue
Chicago, Illinois 60651
westsideforward.org

ILLINOIS SBDC DIRECTOR /DIRECTOR OF BUSINESS DEVELOPMENT

West Side Forward (WSF), a nonprofit community investment organization focused on creating social impact and community change on Chicago's West Side which includes Chicago's Austin, West and East Garfield Park, Humboldt Park and North Lawndale communities. West Side Forward is working to create economic growth opportunities and connect people to good jobs. At sufficient scale, these efforts will move our communities out of poverty, giving residents the resources that they need to transform the community and sustain it.

WSF major tactics involve:

- Creating jobs in the community and the larger region
- Preparing West Side resident for those jobs
- Connecting residents to those jobs
- Supporting residents once they are employed

Our vision of Chicago's West Side becoming an economically thriving community, with opportunities to increase income and wealth for local residents serves as the impetus for a hyper focus on building the local economy through small business development, training the local workforce and revitalizing neighborhood industrial development.

West Side Forward is seeking an Illinois SBDC Director/Director of Business Development to join our team. This Director role is a full-time position and is responsible for the implementation and execution of the Illinois SBDC at West Side Forward, providing innovative leadership, creative business solution strategies and overseeing programmatic implementation of the Center at the highest levels of excellence in execution.

The Illinois SBDC Director/Director of Business Development directs and monitors program activities, funding and programmatic compliance issues for Illinois SBDC at West Side Forward while supporting WSF's mission to drive economic transformation on the west side of Chicago in part through business ownership of local entrepreneurs and small businesses.

This role is vital to the success of the clients served through the Illinois SBDC at West Side Forward. The Director manages contract requirements, scope of services and monthly reporting; provides direct counseling and training to business owners; coordinates ongoing business training cohorts; manages all SBDC programs and activities and collaborates as appropriate with other city, state and national small business support organizations including the SBA, other SBDC's, funders, etc.

A minimum of a master's degree in business or other directly related field and prior business ownership is required. Direct experience coordinating and managing multi-faceted, multi-location business development programs along with proven experience leveraging community resources, partnerships and networks to achieve organizational initiatives is required. The successful candidate will be experienced in tracking and assessing initiative outcomes, grant reporting and outcomes analysis.

ADDITIONAL REQUIRED EXPERIENCE & SKILLS

- Experience working with or for not-for-profit or government agencies engaged in community economic development and business assistance.



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- Strong business acumen and experience working with government programs.
- Experience in business ownership, small business development or entrepreneurship.
- Experience identifying and documenting business and economic development needs within a community.
- Experience working for and with not-for-profit or government agencies engaged in community economic development and business assistance.
- Experience in the design, development and implementation of a strategic plan.
- Advanced proficiency MS Office, G-Suite, presentation development and facilitation.
- Demonstrated strong oral and written communication skills.
- Proficient skills in use of computer technology that includes word processing and spreadsheets.
- High level of comfort working with digital training, meeting and learning platforms.
- Ability maintain a high level of confidently, work effectively under time pressure and/or deadlines and successfully navigate multiple projects simultaneously.

HIGHLY DESIRED EXPERIENCE & SKILLS

- Previous experience with SBDC network
- Identifying partnership prospects, building cases for support and developing proposal
- Experience facilitating online courses and coaching programs
- Experience teaching business, entrepreneurship, finance, management and marketing

WORK/LOCATION/TRAVEL REQUIREMENTS

West Side Forward, 1140 N. Lamon Avenue, Chicago, IL, 60651

Estimated 40-50% Travel Required (includes limited out-of-state travel)

Full-time, salaried position and work requirements may exceed forty (40) hours per week. Typical hours Monday-Friday 8:45 am – 5 pm. Evening and weekend meetings will be required.

Salary \$65,000-\$75,000 annually; commensurate with experience. Benefits include 10 days PTO, medical/dental/vision/life insurance.

To apply submit letter of interest, current resume and four professional references to careers@westsideforward.org