



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

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER 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 Small Business Development Center 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 the 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 will be responsible for the day-to-day operations of the SBDC, managing contract requirements, scope of services and monthly reporting; provide minimum of 1,150 hours of direct advising and training to business owners and employees; 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. Client confidentiality must be maintained by the SBDC director and staff. The promotion of the Region to the public and private sectors through presentations is essential to the center.

A master's degree in business, economics, accounting, or other directly related field is highly desired and 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.

SPECIFIC SBDC DUTIES

- plan and coordinate programs and activities consistent with the goals and objectives of the Illinois Small Business Development Center
- maintain an effective local Board of Advisors which reflects the centers market sector focus
- develop internal and external resources to accomplish program objectives including actively seeking additional funding resources
- provide direct business advice and training to clients
- supervise center personnel, both consultants and clerical
- oversee center's operational budget
- maintain a current reference library and data base as required by the SBDC program
- establish linkages and working relationships with other Centers or small businesses that may provide additional resources to the center
- maintain current data on private sector consultants for referral to members of the small business community
- maintain client control records and management information system
- provide timely and accurate reports to the SBDC
- maintain and analyze data on program effectiveness
- promote the SBDC and the needs of the small business community
- establish a marketing plan that will allow for high visibility of the center

MINIMUM QUALIFICATIONS

- B.A. or B.S. degree in business, economics, or another relevant field
- five (5) years of small business management or business consulting experience preferred
- budget and program management experience
- strong marketing and sales orientation
- excellent communications skills, including public speaking

ADDITIONAL REQUIRED EXPERIENCE & SKILLS

- Experience working with or for not-for-profit or government agencies engaged in community economic development and business assistance.
- 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 to maintain a high level of confidence, work effectively under time pressure and/or deadlines and successfully navigate multiple projects simultaneously.



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HIGHLY DESIRED EXPERIENCE & SKILLS

- Previous experience with the Illinois SBDC network
- Identifying partnership prospects, building cases for support and developing proposals
- Experience facilitating on line courses and coaching programs
- Experience in 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, 12 paid holidays, 150 hours for professional and personal development, medical/dental/vision/life insurance.

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