HSU Sponsored Programs Foundation
Job Announcement

This is not a state position

Job Title: **Program Director – Norcal Veterans Business Outreach Center**
Location: **Fairfield, California**
Hours: **Full Time, 12 months/year, Exempt**
Salary: **$95,000 - $105,000/year DOE**
Project Name: **Northern California Veterans Business Outreach Center**
Supervisor: **Principal Investigator for VBOC Contract**

GENERAL INFORMATION

This position is a full-time, benefitted position with retirement contribution eligibility after one year. While continuation of this position is foreseen for years to come, all Norcal VBOC positions are contingent on continued federal funding. This is not a state or federal position.

Norcal VBOC serves the 50 northern counties in California, supporting their business and veteran communities with no-cost training, education, and one-on-one consulting. The Norcal VBOC is hosted by Humboldt State University's Sponsored Programs Foundation (HSU-SPF). The program is primarily funded by a cooperative agreement with the Small Business Administration (SBA).

Currently there is an opening for Program Director of the Norcal Veterans Business Outreach Center (Norcal VBOC), serving northern and central California (all counties north of Santa Barbara, Ventura, Los Angeles & San Bernardino Counties).

The Norcal VBOC provides business assistance services to transitioning military personnel, spouses, National Guard and Reserve
Members and veterans in the service area. Primary activities of the program include holding Boots to Business (B2B) trainings, Boots to Business Reboot trainings, business workshops, and one-on-one consulting/advising services with individual entrepreneurs.

The VBOC Program Director provides leadership for the development, implementation, documentation and daily operation of programs and activities for the Norcal VBOC. The Program Director oversees and is responsible for the quality of all service delivery including client counseling and a variety of workshops. The Program Director manages budgets, seeks out grant and sponsorship funding, provides leadership to staff and contractors, and is very involved in the business and economic development community.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Ensuring that the VBOC Project and services are delivered in accordance with the FOA, Notice of Award, regulations, and statute.
- Ensuring that the VBOC is compliant with all relevant awards and their components (i.e. FOA, notice of award, etc.), federal and state regulations, all applicable statutes, and OMB circulars.
- Grants management reporting & compliance (budget, reimbursements, staffing, travel, quarterly/year end reports).
- Ensuring that all communications from the OVBD are provided to the appropriate parties of the VBOC.
- Development and implementation of strategic plan for VBOC.
- Development and implementation of staffing and budget plans.
- Supervise, train and evaluate the performance of assigned staff and independent contractors serving as VBOC business advisors. Conduct regular staff and advisor meetings.
- Evaluate and manage training programs; develop and implement new programs and/or changes to existing programs, as necessary to ensure performance goals are met.
- Regular engagement within business, economic development, and finance communities. Work to further develop the small business ecosystem in the area. Promote and market Norcal VBOC programs and services strategically within the region; make presentations to local and regional business and civic groups and organizations as appropriate.
- Development and implementation of stakeholder outreach & collaboration plan (B2B installations, SBA resource partners, community partners, SBA district offices, veteran service organizations, etc.).
- Identify, develop and obtain additional funding to expand Norcal VBOC services and outreach. Pursue opportunities including, but not limited to corporate sponsors, business community contributions, grants and more, provided that they align with the VBOC mission and vision.
- Determine needs of the local veteran community, ensure these needs are met, and measure the impact of services.
- Manage VBOC budget and resource allocation in line with contract requirements.
- Development and implementation of performance goals (B2B, Reboot, other trainings, counseling, outreach, referrals).
- Performance goal documentation & reporting.
- Development and implementation of B2B delivery & reporting strategy.
- Establish and maintain professional relationships with local, state and federal elected officials and their staffs.
- Review and manage VBOC client records and systems and program operations to assure audit readiness. Conduct client follow-up activities and complete project evaluation reports, and collect data to provide economic impact narratives.
- Meet with current and/or prospective veteran small business owners to provide direct business advising as needed.
- Perform other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Familiarity with the small business market and how to serve the businesses/owners in this sector.
- Familiarity with the needs of veterans, transitioning servicemembers, and their spouses.
- Demonstrated skill in making presentations to community groups.
- Demonstrated ability to plan and execute a variety of events (large and small).
- Experience using Microsoft Office Suite and video conferencing software like Zoom.
- Ability to direct, supervise, plan and evaluate work of staff.
- Strong project management, time management, and performance measurement skills.
- Ability to develop strong relationships and work with senior level executives.
- Ability to work effectively as part of a management team.
- Ability to prepare clear, concise and timely reports and correspondence.
- Prior experience creating and managing budgets.

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- Prior experience working for an SBA funded program.
- Prior direct business consulting, training or teaching experience.
- Prior experience working within the military, small business community or economic development programs.
- Prior experience working for an educational institution.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in business, economics, education, communications, or a closely related field; or an equivalent combination of education and experience. Master's Degree a plus.
- At least five years of management-level experience.
- Must possess a valid California driver's license.
- Must be able and willing to travel overnight multiple times per year.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and training sessions at various sites within northern California; strength to lift and carry materials weighing up to 20 pounds, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to Kendra Higgins at careers@norcalsbdc.org.

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. HSU SPF Employee Information Form for Applicants (Signed in two Places)

Application Review Date: July 12th, 5pm (open until filled).

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or call the SPF Interim Compliance Support Coordinator at (707) 826-5169.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.