



**POSITION: CALIFORNIA SBDC STATEWIDE PARTNERSHIP LIAISON (full-time position)**

The California Small Business Development Center (CA SBDC) Statewide Partnership Liaison is a new position that focuses on the development and deployment of the CA SBDC Council's purpose to deliver a unified message to prospective statewide and/or national sponsors, partners, and/or entities for the purpose of expanding the resource base of the California SBDC program. Employment is contingent on continued grant funding.

**OFFICE LOCATION:** SBA Funded Office in the Greater Sacramento Area

**ESSENTIAL JOB FUNCTIONS:** The California SBDC State Partnership Liaison is employed by the Center for Economic Development (CED) at California State University, Chico. The CED is one of six SBDC Regional Centers in California whose Directors comprise the California SBDC Leadership Council (Council). Under the direction of the CED Director, this position will work on behalf of the Council. Examples of responsibilities include:

- **Promote Economic Growth:** Actively represents the Council and SBDC program to various public and private advocacy committees such as the Inter-Agency Small Business Council, and the working group of the Committee on Jobs, Economic Development, and the Economy to: Address annual, semi-annual and short term strategies that align state resources toward small business needs; Identify and communicate prospective opportunities for the SBDC to the Council; Promote the use and recognition of SBDC resources to these committees coordinating opportunities for potential alignment. This position will represent the Council in its relationship with the Business Transportation and Housing Agency (BTH), support the Council in establishing top-level relationships with BTH, and seek statewide and regional opportunities for alignment of services between BTH-funded entities, loan programs and SBDCs.
- **Resource Development:** Helps the Council identify funding to sustain and support the CA SBDC program through potential partnerships, foundations, state and federal agencies. Writes proposals and assists with grants as requested.
- **Innovation and Technology:** Represents the Council in its relationships with California's Innovation Hubs Program (I-Hubs). Supports the Council in developing and maintaining top-level relationships with the I-Hubs; assists with management of projects agreed to by the I-Hubs and SBDC; attends designated I-Hub meetings; and, seeks out statewide and regional opportunities for alignment of services between I-Hubs and SBDCs.
- **Project Management:** Works with the Council to coordinate and/or lead events and trainings, and to inform economic development, business, government, and regional communities about economic trends and conditions as they relate to small business concerns and/or SBDC engagement.
- **Marketing and Outreach:** Supports the Council in efforts to develop and implement a unified approach regarding statewide initiatives and activities. Facilitates communication between Regions and across the State. Coordinates the annual Capital Education Day and surrounding events. Based upon priorities and strategies set by the Council, provides event and project management engaging participation of CA SBDC in Sacramento to educate various constituencies about the SBDC Program. Provides project management support for the annual Governor's Conference on Small Business and Entrepreneurship, a multi-day event for approximately 1,500 attendees. Assists CA SBDC State Chair and Vice Chair with speaking engagements and testimony upon request.

**EMPLOYMENT STANDARDS:** Requires a Master's degree in business or economics or a closely related field or a Bachelor's degree with sufficient and progressively responsible experience. In addition, requires a minimum of five (5) years full-time professional experience that includes program planning and evaluation, advocacy, grant writing and budget development. Directly related experience in the field of small business assistance and economic development is highly preferred. Candidate must have strong quantitative and analytical skills; superior skills in establishing and maintaining effective support and working relationships with a variety of public and private stakeholder partners that are needed for alignment with strategic objectives; very strong interpersonal abilities for working in a team environment; excellent oral and written communication skills, along with strong presentation skills; willingness to work independently, work evenings, weekends, travel statewide and regionally; and, the ability to work in a deadline-driven environment. Experience managing and supervising staff is desirable. Participation in the DMV Employer Pull Notice Program (driving record) will be required of the successful candidate.

**COMPENSATION:** \$7,083-\$9,000/mo. DOE + benefits. Benefits include employer contributions to a flexible spending account (i.e., a Section 125 cafeteria plan) from which elections may be made for health, vision, dental insurance; employer contributions to a 401(k) retirement plan (beginning year 2); employer paid life and disability insurance; vacation, sick leave and holidays.

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**APPLICATIONS:** Applicants must submit a completed CSU, Chico Research Foundation application, current resume, cover letter stating applicant's interest and direction with the position, and provide at least three references with name, title, address and phone number. Application materials and job announcement can be obtained by contacting:

**BY MAIL:**  
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, Ca. 95929-0246

**OR CALL:** (530) 898-6811  
**OR VISIT OUR WEBSITE:**  
<http://www.csuchico.edu/rfdn/>

**IN PERSON:**  
CSU, Chico Research Foundation  
25 Main Street, 2<sup>nd</sup> Floor suite 203  
Chico, Ca.

**DEADLINE:** Applicants must submit completed CSU, Chico Research Foundation application materials to one of the above addresses 5:00 pm, Friday, June 3, 2011. Applications received after this date will not be accepted for any reason. It is the applicant's responsibility to allow adequate mail and delivery time.

**DISCLOSURE OF CAMPUS CRIME STATISTICS**

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the CSU, Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.