

---

<b>Job Title</b>	Assistant Director
<b>PVN ID</b>	LE-2411-006564
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Small Business Development Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 20, 2025 (Or Until Filled)

## General Description

---

Under the supervision of the Regional Director, the Assistant Director provides leadership, guidance, and operational support for the Bronx Small Business Development Center (SBDC). The Assistant Director plays a key role in the execution of the center's mission by offering technical assistance, overseeing staff functions, assisting with the development of funding proposals, and managing client services, including providing direct business advising. This individual also supports public outreach efforts, program development, and a variety of administrative duties, ensuring smooth and efficient operations. In the Director's absence, the Assistant Director steps in to manage the center, acting as a primary representative and decision-maker.

In collaboration with the Regional Director, the Assistant Director fosters relationships with legislators, elected officials, and key stakeholders to strengthen support for the center and its mission. This role involves participating in community engagement functions, public events, and other high-visibility opportunities that promote the center's role as a critical resource for local economic development. The Assistant Director is expected to represent the Bronx SBDC with professionalism and integrity, engaging the community and public figures alike to elevate the center's profile and build lasting partnerships.

Additionally, the Assistant Director works closely with community partners, local businesses, and economic development organizations to expand the center's reach and impact. This role requires a strong understanding of small business dynamics, financial acumen, and the ability to mentor and guide staff in delivering high-quality client services. The Assistant Director is also responsible for identifying emerging small business needs within the community and collaborating with the Director to adapt programs and resources to meet these needs effectively. This position plays an integral role in ensuring that the Bronx SBDC meets its economic impact goals and compliance standards through regular reporting and data management.

The Assistant Director will work primarily at the Bronx SBDC office but may be required to travel to attend meetings, conduct outreach, and participate in training events. This position involves interaction with a diverse client base, requiring sensitivity and the ability to engage with entrepreneurs of varying backgrounds and industries.

In essence, the Assistant Director serves as a leader within the SBDC, fostering a supportive environment for

staff, enhancing client relationships, building visibility and connections within the community, and actively contributing to the center's growth and success.

## Other Duties

---

The Assistant Director may be assigned additional responsibilities as required to support the Bronx Small Business Development Center's mission and goals. These duties may include but are not limited to:

- **Program Oversight:** Support the development and implementation of strategic plans and long-term goals for the center, ensuring that all programs, services, and initiatives meet the center's mission to support small business development, economic growth, and entrepreneurial success in the Bronx community.
- **Administrative & Operational Support:** Assist with the preparation of internal and external reports. Manage program operations with the Regional Director to ensure compliance with organizational goals and standards. Provide administrative support and oversight for reporting, data entry, and records management to ensure compliance with organizational and state guidelines. Work closely with campus staff and local partners to enhance service quality.
- **Data Management & Reporting:** Ensure accurate and timely entry of client data into the management database. Monitor the achievement of economic impact goals for the Bronx SBDC and adjust strategies as necessary.
- **Program Promotion:** Engage in public speaking, prepare printed materials for distribution, and collaborate with media outlets to promote the center's services. Assist with special projects, events, or initiatives to enhance the center's impact and visibility within the community.
- **Client Counseling:** Maintain a client caseload, providing one-on-one advisement on business planning, financial projections, marketing, and other business strategies. Support staff with client counseling as needed.
- **Staff Supervision:** Oversee all staff functions, including assigning tasks, conducting internal meetings, and organizing staff training. Ensure the timeliness and quality of staff activities by reviewing casework and client feedback. Provide leadership in the Director's absence.
- **Public Outreach & Representation:** Represent the Bronx SBDC at public events and in the community. Assist the Regional Director in interfacing with public and private organizations, hosting training events, seminars, and other promotional efforts. Collaborate with local stakeholders to increase the SBDC's visibility and client engagement.
- **Training & Workshops:** Participate in training and professional development activities to stay current with best practices in business advising and economic development. Develop and conduct workshops and training sessions for small businesses. Provide follow-up services to attendees to ensure ongoing support and the practical application of training content.
- **Additional Responsibilities:** Performing any other tasks as directed by the Regional Director to ensure the Bronx SBDC operates efficiently and effectively, even in changing circumstances or high-demand periods.

These additional duties contribute to the overall success and adaptability of the center and may vary based on the evolving needs of the organization.

## Qualifications

---

### **Core Competencies:**

- **Leadership & Teamwork:** Ability to lead a team, supervise staff, and work collaboratively in a dynamic environment.
- **Client-Focused:** Strong commitment and business acumen to help small businesses succeed by providing practical and strategic advice.
- **Technology Proficiency:** Skilled in Microsoft Office Suite, digital communication tools, and AI-powered technologies, with the ability to leverage data analysis and marketing platforms to enhance productivity and client engagement.
- **Problem-Solving:** Ability to analyze complex business issues and offer effective solutions.
- **Communication:** Excellent public speaking, writing, and interpersonal skills, with the ability to communicate across different knowledge levels.
- **Adaptability:** Ability to work independently, prioritize tasks, and adapt to changing business environments.
- **Networking & Relationship Building:** Experience working with local community stakeholders and business networks to foster relationships and develop client pipelines.

### **Minimum Qualifications:**

The position requires a bachelor's degree though a Master's Degree is preferred. The degree must be in the area of public administration, management, finance or other business-related field.

The position requires no less than 3 years experience in private sector business including 2 years in a managerial capacity. Relevant consulting experience may be substituted for managerial experience if deemed relevant.

### **Preferred Qualifications:**

3 years experience as an SBDC advisor, small business ownership, consultation experience, or direct small business advisement. Bilingual in English and Spanish preferred.