



Inter-American University of Puerto Rico
Human Resources Office

Central Office

VACANCY NOTICE

Fecha: June 20, 2022

Vacancy Announcement #: 2021-2022-43

Título: PR-Small Business Development Center Executive Director

Position #: 999839

Código: SB001 FLSA: Executive

Job Category: Officials & Manager (Ex. Sr. Level)

Work Schedule: Full-time

Department: PR-SBTDC Executive Office

Job Summary:

The Executive Director is responsible for the implementation and execution of the Puerto Rico SBTDC Network vision and strategy. The Director establishes and maintains relationships with entrepreneurs and small business, key stakeholders and promotes and advocates SBDC services. The Director must provide innovative leadership, creative strategies and oversee programmatic implementation at the highest levels of integrity and excellence. The State Director also directs and monitors the program activities and financial affairs of the statewide SBDC Network and is responsible for all state and federal funding and programmatic compliance issues. The Director has budgetary oversight, allocating funding to regional centers and specialty programs, maintaining expenditure controls while following grant requirements and abiding by state and federal regulations. The Director will be the face and spokesperson for the Puerto Rico SBTDC. This position is also responsible for increasing all monetary and non-monetary resources in support of the statewide network.

Education and Experience:

Master's degree in Business Administration with Major in Accounting, Marketing, Finance and/or Human Resources, Economics, or Planning. Certified Public Accountants are eligible.

Several years of professional experience in similar environment with leadership responsibilities, including strategic planning and knowledge in federal funds administration. Exhibit appropriate business or administrative experience which demonstrates the knowledge and abilities to fulfill the required skills. Experience in the design, development and implementation of a strategic plan. Champions, formulates and administers a strategic plan that sets a vision, a mission for the network with goals and objectives that align with the SBA mission and ASBDC Accreditation Standards and policies.

Competencies and Skills:

Ability to direct, coordinate and manage a multi-faceted, multi-location business development program. Provides leadership and management of numerous Small Business Development Centers across Puerto Rico, assisting entrepreneurs and promoting programs and services. Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality. Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals. Proven ability to implement the SBDC Network vision and build a consensus-based, multifaceted team to execute it with top-quality results; successful track record building collaborative, effective partnerships that result in economic impact. Direct, coordinate and manage human and administrative resources. Knowledge of the full range of economic development, business development and business management methods. Skills in establishing and maintaining effective working relationships with a variety of partners which are needed for a successful Network. Proven experience in creating the visibility and reach of an organization through effective branding, demonstrated record in obtaining monetary and non-monetary resources that includes identifying prospects, building cases for support and developing proposals. Promotes SBDC and SBA programs and services through public speaking events, conferences and business forums. Proven communication skills, with ability to effectively articulate ideas in written communications and oral presentations in English and Spanish. Oversees and manages a \$3+ million operational budgets of federal, state and cash funds and manages multiple supplemental small business grants; allocating funding to regional centers and specialty programs; maintaining effective control of expenditures; meeting grant requirements; and following state and federal regulations.

Salary:

According to salary scale.

Application:

Application for Employment, self-identification forms (Veterans and Persons with Disabilities), Resume, Letter of Intent, academic credentials and Covid-19 Vaccination Certificate (3 doses) will be received no later than July 1st, 2022 to:

Inter-American University of Puerto Rico
Central Office
Human Resources Office
PO Box 363255
San Juan, Puerto Rico 00936-3255

Note: 1) Please access www.inter.edu, (DOCUMENTS: Human Resources) to obtain the required employment application and self-identification forms. 2) Qualified individuals with a disability who wish to be accommodated for an interview should call the Human Resources Office at 787-766-1912, ext. 2560. 3) We will not consider incomplete applications or applications that do not comply with the provisions of this announcement. 4) Applicants will be considered only for position.

The above information has been formulated to describe the nature and general level of tasks expected of the incumbent of the position. It should not be interpreted as an exhaustive list of the duties and responsibilities related to the performance of the functions of the post. The Inter-American University of Puerto Rico reserves the right to amend and adjust this document according to institutional needs.

We Are an Equal Employment Opportunity & Affirmative Action Employer for Women, Protected Veterans and Disabled Individuals (M/F/V/H).