



Job Classification Description

**SBDC Assistant Director for Technology
Non-Bargaining Unit**

**Grade 14
Exempt**

BASIC FUNCTION

To assist the Director of the SBDC to develop a statewide network of assistance to technology and related businesses. To coordinate the efforts of other SBDC counselors to work with technology companies in their respective regions. To develop statewide training and development programs for technology businesses. To be the lead person from the SBDC to work with other local, state, and national programs that offer programming and assistance to targeted businesses. To assist with the acquisition of funding from state, national, and private organizations to support the SBDC's work in this sector. The Assistant Director will actively engage with procurement assistance programs, research institution technology transfer programs, venture financing groups and state economic development officials at a minimum in promoting services for, and the advancement of, technology business in the state. These interactions include creation, funding and execution of specialized workshops and conferences for advancing technology businesses in Vermont. This position engages with not only small businesses but also large prime contractors and a variety of state and federal organizations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- In collaboration with the State Director, determine the direction and scope of VtSBDC's services to be provided to knowledge-based and technologically innovative businesses which a) are or become VtSBDC clients and b) seek information regarding funding and other business development resources.
- Establish and maintain working relationships with other programs and services with specific skills useful to advancing technology-based businesses and act as VtSBDC's link to the state's Technology-led Business Economic Development (TBED) initiatives and incubator programs.
- Provide counseling services on SBIR/STTR, BAAs and other grant and contract funding opportunities available to small businesses.
- Provide counseling services to businesses seeking angel/VC equity financing or alternative means of funding R&D, such services include motivating clients' strategic planning and market research efforts.
- Assist regional advisors with technology clients and contribute to advisors' professional knowledge of topics relevant to technology clients.
- Discover and secure funding as appropriate and feasible for the VtSBDC technology program. This may be by contracting with other organizations, securing grants, gaining appropriation or fee-for service activities not falling within the definition of counseling. Manages external funding contracts.
- Maintain records and produce reports relative to program activities, goals and objectives.

SUPERVISION RECEIVED

General supervision is received from the Director of the Small Business Development Center.

MINIMUM QUALIFICATIONS

Masters degree in Administration, Engineering, or Science or other appropriate discipline preferred, plus five to seven years business experience or a combination of education and experience from which comparable knowledge and skills are acquired. Business experience must include significant interaction with engineers or scientists in regard to developing technologies with commercial potential.

- Strategic Planning - knowledge of the model, phases, and process
- SBIR/STTR and other technology-funding programs and as appropriate agency structures
- Research Proposal Packaging
- Financial accounting - knowledge of financial statements and financial structures
- Managerial accounting -knowledge of budgets and reporting
- Environmental scanning and research knowledge

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

12/07