



Job Classification Description

DIRECTOR, CENTER FOR RURAL ENTREPRENEURSHIP/LSC

Non Bargaining Unit

Grade 15

Exempt

BASIC FUNCTION

To provide leadership for the overall development, day to day management, and operation of the Center for Rural Entrepreneurship (CRE) and its personnel, budgets, and projects.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Work with the CRE Advisory Board and Leahy Center for Rural Students to develop a focused and strategic program that positions the CRE as the leader in aligning regional educational programs and reform activities with the workforce education needs of the Northeast Kingdom's industry clusters.
- Connect a broad network of educators and students across the region with VtSBDC and other economic development specialists to better coordinate regional efforts to support the needs of the region's employers.
- In coordination with the Leahy Center, integrate work-based and research-based learning experiences across secondary and post-secondary curriculums in support of business development activities
- Oversee the creation web-based clearinghouse of business resources to serve as a common space among the region's key organizations that actively support business development so to strengthen collaboration of local, regional, and state agencies and organizations and provide a seamless pathway for businesses to find the resources they need to grow.
- Uphold the facets of the Incubator Without Walls program; contribute to expanding the program's capacity into the CRE.
- Lead 26 business development projects as stipulated in the existing and future grant awards. In coordination with the Career Services office when appropriate, engage, develop, enhance and coordinate student talent and faculty expertise on projects to address regional business development and technical assistance needs.
- Provide counseling and technical assistance in areas of financing, bookkeeping, accounting, marketing, management and exporting to small business owners and prospective owners.
- Plan, identify, coordinate and provide training programs for community businesses including 10 REAL community-based entrepreneurship sessions.
- Respond to inquiries by providing information, researching and locating resources to assist with a wide range of business-related issues and concerns.

- Serve as a key leader for SBDC activities in the region by providing information and referral services to business people about the agencies and organizations available for assistance.
- Maintain records and produce reports relative to program activities, goals and objectives.
- Work with other business specialists to develop and provide training and conference programs to support regional small business community.
- Serve on a variety of committees and with other business-related functions to interact and communicate with various organizations for the benefit of the small business community.
- Stay abreast of current developments and trends in the field of small business development in rural states.
- In coordination with the Institutional Advancement office, seek and manage private donations and grants from public and private sources.
- Serve as an advocate and key spokesperson for the CRE and LSC.
- Establish and monitor the budget for the CRE
- Develop a sustainable business model for the CRE program.

SUPERVISION RECEIVED

General supervision is received from the Dean of Institutional Advancement and Vermont Small Business Development Center Executive Director.

SUPERVISION EXERCISED

Supervision of two full-time instructors (manufacturing training program) and one half-time support position. Oversight of all faculty project leads, currently averaging 25 projects a year.

MINIMUM QUALIFICATIONS

Masters degree in business or economic development or other appropriate discipline (MBA preferred), plus five to seven years business experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based knowledge and experience in the synergies of business, economic development and education.
- Excellent interpersonal and interdisciplinary team-building skills to work collaboratively with others.
- Demonstrated skill in using computer-based tools such as project management software, data warehouse, and presentation software.
- Experience with rural community development so to promote more stakeholder participation in order to guarantee precise and democratic answers to the needs expressed by the beneficiaries and fully implement work methodologies.
- Experience in developing from a concept actionable, replicable business training programs for organizations of various levels of maturity in a wide spectrum of industries: value added agriculture, tourism, bio tech and manufacturing.
- Strong oral and written communication, planning, organizational and business management skills.
- Experience in interactive web development, management, and promotion, including knowledge of RFP process, working with web development and design teams to

determine and build web functionality and content management systems, and enable input from key stakeholders.

- Ability to communicate and deal effectively with and represent the program to the business community, and a wide range of individuals at the regional, state and national level.
- Experience with securing and renewing grants, and the ability to work with government, foundation and business sponsors.

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.