

**Eastern Illinois University
Illinois SBDC at EIU-Elevate
Position Announcement**

The Illinois Small Business Development Center at EIU-Elevate seeks a director. The center director will be responsible for the day-to-day operations of the SBDC. The position calls for a wide variety of management skills due to the diversity of clientele the center serves. The advice and training work provided by the director and staff to small businesses gives them the opportunity to learn new information. This information may affect hundreds of small businesses. Therefore, it is of the utmost importance that client confidentiality is maintained by the SBDC director and staff. The promotion of the Region to the public and private sectors through presentations is essential to the center.

The Illinois SBDC at EIU-Elevate Director will ensure that the center's Scope of Work targets as outlined in the approved grant are met.

The successful candidate for this position will:

- plan and coordinate programs and activities consistent with the goals and objectives of the Illinois Small Business Development Center,
- maintain an effective local Board of Advisors that reflects the centers market sector focus,
- develop internal and external resources to accomplish program objectives including actively seeking additional funding resources,
- provide direct business advice and training to clients,
- supervise center personnel, both consultants and clerical,
- manage the center's operational budget,
- maintain a current reference library and database as required by the SBDC program,
- establish linkages and working relationships with other Centers or small businesses that may provide additional resources to the center,
- maintain current data on private sector consultants for referral to members of the small business community,
- maintain client control records and management information system,
- provide timely and accurate reports to the SBDC,
- maintain and analyze data on program effectiveness,
- promote the SBDC and the needs of the small business community,
- and establish a marketing plan that will allow for high visibility of the center.

Qualifications:

- hold a B.A. or B.S. degree in business, economics, or another relevant field,
- have budgeting and program management expertise,
- possess a strong marketing and sales orientation,
- exhibit excellent communications skills, including public speaking,
- and preferably have at least five (5) years of small business management or business consulting experience.
- Demonstrated commitment to diversity and experience promoting inclusive excellence is required.

Starting Date: November 13, 2023 (anticipated)

Applications: Applicants should submit the following: 1) a letter of application indicating how the candidate's background and credentials meet the position's responsibilities and qualifications; 2) a resume; 3) list of names, addresses, phone number, and email for three (3) professional references; and 4) a copy of final transcripts for all degrees completed. Official transcripts for the highest degree must be submitted upon hire. Applications can be submitted using Interfolio at <http://apply.interfolio.com/130591>. Questions about the search may be directed to Dr. Ayse Costello, Search Committee Chair, at aicostello@eiu.edu.

Closing Date: Review of applications will begin immediately and will continue until campus interviews are scheduled. Priority will be given to applications received by September 15, 2023.

Diversity and Inclusion: Eastern Illinois University is committed to fostering a learning community where all members feel welcomed and valued. The university provides equality of opportunity in all areas of campus life and we strive to recognize and appreciate the unique value of our students, faculty, and staff. Every member of campus has the right to learn and work in an environment free of discrimination and harassment, and beyond that, our goal is for all members of our community to develop a strong sense of belonging to Eastern Illinois University.

The University and Community: Eastern Illinois University takes pride in creating a warm, welcoming environment for all faculty, staff, and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. A traditional regional residential institution, EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives. EIU focuses on individualized attention and superior student relationships and has earned recognition as the highest-ranking independent public regional university in Illinois and a place among the Midwest's top public regional universities according to *U.S. News and World Report*. EIU hosts more than 175 student organizations on campus, and offers a variety of cultural events, NCAA Division I athletics, and active research opportunities for its students to enjoy and to thrive. EIU has become recognized for providing the resources of a large institution while creating the kinds of individual relationships that support student and alumni success.

Eastern Illinois University is located in Charleston, Illinois – a comfortable and safe east central town within a two-to-three-hour drive of three major metropolitan areas -- Chicago, Indianapolis, and St. Louis.

Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer - minority/female/disability/veteran - committed to achieving a diverse community.