The Counselor of the Small Business Technology Development Center (SBTDC) shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the Director of the Entrepreneurship and Business Development Center or as designated by the President.

Qualifications:
Bachelor’s degree required. Degree preferred in a related area such as business, marketing, finance, accounting, management, human resources, and/or operations management. Professional experience in applying and transferring research-based knowledge in above subject matter areas desired. Experience in operating, managing or owning a business, training, and/or consulting service preferred.

Description:
Housed in the MACC Entrepreneurship and Business Development Center (EBDC), this is a full-time 12-month position partially funded by the State SBTDC office. Primary responsibility for this position includes the daily and long-term activities related to the planning, development, promotion, delivery, and evaluation of business/entrepreneurial counseling, education and training, and services to small business owners and entrepreneurs in the MACC region. This position is responsible for the development and fostering of community and academic partnerships, the development of possible revenue generation opportunities, and active participation in activities to improve economic development that supports the mission of MACC and the SBTDC programs. This position also works collaboratively with the Moberly Area Economic Development Corporation and with other SBTDC Directors and Counselors in Missouri’s Northeast region to assist in meeting SBTDC regional and state goals. Travel with some evening and weekend work required. This is a salaried, exempt position, covered by the Public Schools Retirement System of Missouri (PSRS).

The Counselor of the Small Business Technology Development Center shall:

1. Achieve Center goals in the areas of outcomes (impact), quantity (number of clients, hours of counseling, training sessions, etc.), quality, stakeholder relations and revenue generation;
2. Plan, develop, deliver, coordinate, and report adult educational programs in business development/entrepreneurship subject matter that results in high customer learning outcomes, satisfaction, attendance, revenues, and economic outcomes;
3. Counsel and coach entrepreneurs and companies in starting, growing and operating businesses that result in business economic and societal outcomes (i.e. government contracts, sales, jobs, loans, etc.)
4. Document impact of work with business clients and training attendees through data entry and client files;
5. Communicate and promote economic and societal impacts to key stakeholders, councils, administrators, and targeted decision makers;
6. Work in a team environment as part of the State Small Business Development Centers in coordinating, delivering and evaluating business development programs;
7. Collaboratively, with the regional director, program director, and SBTDC colleagues, develop and execute an annual work plan aligned with local, regional and state objectives;
8. Stay current on business and SBTDC programs trends through professional development, training, and conference attendance;
9. Develop coalitions and partnerships with colleagues, individuals, and organizations to enhance programming success;
10. Work with the EBDC and other MACC staff, and community and business stakeholders to coordinate and deliver sustainable products and services for individuals, entrepreneurs, and businesses;
11. Work with the Moberly Area Economic Development Corporation especially to organize and develop the GrowMidMo program;
12. Ensure compliance with grant, contract, and other requirements, and maintain fiscal accountability for the MACC SBTDC;
13. Prepare and manage SBTDC and MACC budget accounts;
14. Prepare and request quarterly reimbursements;
15. Prepare semi-annual and annual reports;
16. Work with appropriate MACC personnel to identify potential funding sources and participate in proposal/application development;
17. Conduct periodic needs assessments with local and regional stakeholders;
18. Establish and maintain SBTDC promotional materials and coordinate public relations announcements with Director of Marketing and Public Relations;
19. Assist college administration with short and long-range department planning;
20. Convene SBTDC Advisory Committee and other partner groups to discuss area needs and impact of business services offered;
21. Attend and participate in MACC meetings, advisory committees, and training;
22. Supervise the part-time assistant for the SBTDC;
23. Supervise and coordinate all enrollment/registration and class payment reconciliation processes with MACC Student Services and the Business Office;
24. Supervise and coordinate scheduling of appropriate facilities, equipment, and instructional materials for on-campus and off-campus training, seminars, and meetings;
25. Perform other duties as assigned by the College President.