



JOB DESCRIPTION:	SBDC Director (Grant Funded)		
DEPARTMENT:	Small Business Development Center		
REPORT TO:	AVPAA/Dean - College of Professional Studies		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	196500	DATE APPROVED:	03-MAY-2021
		DATE MODIFIED:	05-JAN-2026

SUMMARY: Organizes and administers the operations of the SBDC while promoting self-employment, creation of new small businesses, and assistance to existing small businesses while adhering to the goals of the New Mexico Small Business Development Center network, which operates in partnership with the U.S. Small Business Administration (SBA) and the State of New Mexico.

DUTIES:

1. Provides high-quality, in-depth, one-to-one counseling, training, and assistance to both existing and prospective small business owners in the development of business plans, loan packages, and related business development practices.
2. Markets and promotes SBDC programs and services within the prescribed service area.
3. Establishes and maintains relationships with local financial institutions, relevant service providers, the local business community and other stakeholders in the community.
4. Prepares and monitors budgets, expenditures, and prepares required reports.
5. Supervises the confidentiality and maintenance of all client records.
6. Collaborates with various organizations that are involved in developing jobs in the defined service area.
7. Analyzes training needs, develops, coordinates, and/or conducts training courses, seminars, and workshops for small business owners in the region.
8. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in Business or related field with 5 years of experience directly related to the duties and responsibilities specified or 10 years of experience in small business, business development, financial analysis, business management, or business ownership including supervisory responsibilities directly related to the duties and responsibilities specified. Master's degree in related field, and prior business ownership preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of basic customer service principles, practices, and techniques. Knowledge of entrepreneurship, small business management and operations, financial and accounting principles, methods and standards, marketing, market research, economic development, and legal issues related to business development. Knowledge about managing grants, contracts, budgets, and providing qualitative and quantitative reports. Knowledge of policies, practices, and documentation related to lending by financial institutions. Knowledge of and skill in computer spreadsheets and other computer-related technologies needed for the

effective management of the Center. Strong interpersonal and communication skills both orally and in writing. Ability to work effectively with a wide range of constituencies within the university and in a diverse community. Strong organizational, time management and problem-solving skills. Ability to foster a cooperative work environment with a commitment to employee development. Ability to develop and present educational programs and/or workshops. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)