



**Posted: October 4, 2022**

**POSITION ANNOUNCEMENT**  
**SBDC Southwest Montana Regional Program Director (full-time)**

**Location:** In Person, In Office – Bozeman, MT

**Salary:** \$50,000 to \$68,000 DOE, with full benefits including:

- ✓ Health Insurance: 100% paid for employee (Silver, Blue Cross Blue Shield plan)
  - Health
  - Dental
  - Vision
- ✓ Plus, employer paid Health Savings Account (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 31 Paid-Time Off days (20 PTO + 11 Holidays, increases after 3 years)
- ✓ Monthly phone stipend
- ✓ Maternity and Parental Leave
- ✓ Professional Development Opportunities
- ✓ Work/Life Balance
- ✓ Collaborative and Positive Teammates
- ✓ Rewarding Work That Matters

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their businesses – in turn strengthening our region's economy and communities. We offer entrepreneurs and business owners a comprehensive pathway to success through confidential business counseling, professional trainings, business loans, business development grants and timely economic research.

**Job Description**

This position will be responsible for contributing to new business starts, job creation/retention, loan onboarding, and capital formation for business clients. The position provides professional business counseling to entrepreneurs and business owners in all the facets of starting and operating a business. The position will be responsible for specific metrics designated annually by the Small Business Administration (a program of the MT Department of Commerce).

The Director will be part of the Prospera business development team that will design, plan, and implement business development programming, personal business counseling, and financial education and training sessions – to advance the goals of the SBDC. The position will work in tandem with the Montana Women's Business Center, the Food and Agriculture Development Center, and other Montana SBDC's to capitalize on existing resources and partnerships that can help clients be successful.

### ***Business Development and Counseling (40% of time)***

The SBDC Director will be proactive and establish a business clientele they can confidently help with starting, managing, and growing a small business in Montana.

- Recruit, manage and develop a pipeline of small business clients that can benefit from business counseling and assistance.
- Assist business owners with applying for business development grants.
- Explore ways to innovate and improve business development methods.
- Manage client intake and reporting processes, for 8-10 client meetings/week.
- Ensure clients improve their operations with business planning, development strategies, financial review and analysis, lending, marketing assistance, managing a business, cash flow management, business projections, financing, human resources and more.
- Assist clients with loan financing, accounting, and other professional business assistance.
- Conduct surveys and client outreach for ongoing SBDC reporting and quality metrics.

### ***Professional Business Program and Trainings (25%)***

The SBDC Program Director will work with the business development team to plan and implement trainings and business development programs that are innovative and aim for high-quality outcomes.

- Recruit and manage subject-matter experts that can deliver coursework, and powerful business development programs that are fun, lively, and effective.
- Promote and fill classes and build a pipeline of counseling clients.
- Oversee business workshop logistics from start to finish

### ***Database Integrity (15%)***

The SBDC Program Director will need to be consistent with client data entries.

- Monthly metric tracking and updating.
- Surveys to clients.
- Maintaining data integrity, meeting notes, and client updates.

### ***Outreach and Professional Relationships (10%)***

This position is responsible for developing a professional network with peers and state/federal agencies and serves as a representative of both the SBDC and Prospera to business members, financial institutions, partner organizations, and professional referrals.

### ***SBDC Contract Management (10%)***

- Serve as the point-of-contact for all SBDC grant responsibilities with the MT Department of Commerce.
- Prepare quarterly and annual reports, program summaries, and success stories for reporting.
- Assist in the financial oversight of the SBDC budget, program planning and expenditures.
- Manage client data entry and reporting in Neoserra database.
- Attend all SBDC Network and Director meetings.

### ***Marketing and Communications***

This position is responsible for marketing the services of the SBDC. Responsibilities may include:

- Public speaking, guest lecture and teaching, writing success stories, posting website updates, assisting with email and social media communications, and more.

### **Qualifications**

- A college degree; and five-years of direct professional experience with business operations, lending, financial statements and fiscal controls, accounting, business operations, and marketing and communications.
- Experience in Excel creating business projections, financial statements, and business fiscal management.
- High computer literacy; software programs, business apps, POS systems and other business tools and resources.
- Direct experience owning and running a business with employees is a plus.

### **Desired Skills & Qualities**

An ideal SBDC Regional Director will be:

- A connector: someone who loves being involved in the community and connecting our clients to the right business resources, and who will follow up to see results.
- A champion: someone who is ready to take our programs to the next level.
- Financial knowledge: someone who understands business financing, loans, and grants.
- Background in banking or finance.
- Curious; willing to take initiative to advance client success.
- Passionate; about Prospera's mission and role servicing the needs of the community.
- A skilled communicator; with excellent inter-personal skills for 1:1 counseling and public speaking.
- Business savvy; can quickly determine needs and solutions for business owners.
- Exceptionally organized and resourceful; loves logistics, educational events and has proven strategies for managing multiple projects and client appointments.
- A desire to learn and grow with the needs of this position and with Prospera.

### **Work Conditions**

Prospera has a collaborative work culture that is positive, energetic, and fun. The work week is generally Monday–Friday, 8–5pm. Modest local and state travel is required. This position is based in Bozeman, MT.

### **To Apply:**

Your cover letter will be considered a writing and business communication sample. Apply by sending a detailed cover letter that describes your qualifications and interest in this position, along with a resume, and three professional references.

**Immediate applications are accepted and will be reviewed on a rolling basis.**

**E-mail application:** Suzi Berget White at [swhite@prosperamt.org](mailto:swhite@prosperamt.org) with “*SBDC Regional Program Director*” in subject line.