

**POSITION DESCRIPTION:  
REGIONAL DIRECTOR - Indiana Small Business Development  
Center**

Effective: March 2021  
Type: Full-time, Exempt  
Reports to: President & CEO

- Do you have the entrepreneurial vision to create strategic initiatives supporting small and closely-held businesses?
- Do you have a desire to coach and develop others?
- Do you have a natural business acumen understanding the practical application of business operations?
- Are you a result-oriented leader?
- Does the idea of building a better community and Evansville Region excite you?

The Evansville Regional Economic Partnership (E-REP) serves as the regional partner for the Indiana Small Business Development Center (SBDC) in Southwest Indiana. Serving on the E-REP leadership team, the Regional Director creates positive and measurable impact on the formation, growth, and sustainability of small businesses, and helps entrepreneurs start stronger, grow faster, and work smarter. The Regional Director reports to the E-REP President & CEO with a dotted line relationship to the SBDC Lead Center. The Regional Director works closely with additional local and state-wide partners including Elevate Ventures. As part of the entrepreneurial ecosystem, the Regional Director plays an important role in developing a culture of entrepreneurship and assistance to aspiring entrepreneurs as well as existing businesses.

The Regional Director will effectively manage day-to-day operations of the regional SBDC team to meet counseling, training and other performance goals, program objectives and contractual agreements. The Regional Director is responsible for identifying stakeholders and funders to meet required Federal cash match sources to access Federal funds. In addition, the Regional Director will provide strategic oversight of initiatives supporting small and closely-held businesses. The Regional Director will be comfortable inspiring and communicating at all levels while representing the Indiana SBDC in the community. The ideal candidate is a strategic thinker who is able to build relationships and develop outreach initiatives that strengthen the Evansville Region.

The Regional Director's every day actions will exemplify the guiding principles of E-REP. The Regional Director operates regionally, commits to equitable prosperity, keeps small business front and center, leverages the unique value of both the public and

private sectors in delivering success, and advances regional prosperity and global relevance.

## **How to Apply:**

Ready to make a positive impact in the Evansville Region and throughout Southwest Indiana? Applications are accepted through Indeed.com. To learn more, go to Indeed.com and search “Evansville Regional Economic Partnership” located in “Evansville, IN”. Applications will be accepted until the position is filled.

## **Scope of Work**

The role and responsibilities of the Regional Director will include but not be limited to the following:

- Provide strategic oversight of initiatives supporting small and closely-held businesses.
- Developing a culture of entrepreneurship and assistance to aspiring entrepreneurs.
- Manage and operate the Indiana SBDC in accordance with all applicable policies, procedures, laws, regulations, and other governing documents.
- Develop, administer and manage the center’s budget in accordance with host institution, IEDC and Small Business Administration (SBA) guidelines; forecast future needs and recommend strategies for fund development.
- Manage, supervise and coach Indiana SBDC team.
- Build and manage relationships with existing stakeholders, especially Indiana SBDC Host, acquire new stakeholders and ensure stakeholder satisfaction.
- Oversight for building client relationships with existing clients and acquiring new clients.
- Select, train, manage and evaluate Indiana SBDC personnel.
- Attend and participate in a variety of workshops, seminars and meetings; serve on committees and advisory boards.
- Set performance expectations and review performance. Use performance data to continuously improve regional performance.
- Create brand awareness of the Indiana SBDC throughout region through speaking engagements, committee work and community engagement.
- Develop and maintain strong liaisons with business/community/government agencies and organizations that are involved with the improvement of the local business climate.
- Develop regional Indiana SBDC strategic planning initiatives in conjunction with Indiana SBDC Lead Center and network.
- Develop outreach initiatives targeted to underserved populations.
- Provide small business assistance including one-to-one client counseling in the area of business plan development; analyze, prepare and structure financial statements such as cash flow projections, income statements and balance sheets; provide assistance in automated and manual record keeping systems; assist clients with market related issues such as business development, sales strategies, advertising, promotional functions, market surveys and other related areas; provide assistance with loan applications.
- Gather and analyze data to evaluate the performance of the region. Use this data to implement continuous improvement initiatives to meet and exceed Indiana SBDC goals and objectives.

- Develop outreach to businesses experiencing market challenges for the purpose of identifying clients.
- Oversee client satisfaction in the region. Ensure all clients' needs and expectations are met and that clients are satisfied with the center's performance.
- Report center results (including economic impact information of clients), submit periodic reports and maintain center records in accordance with the Indiana SBDC Network policies and procedures and applicable OMB circulars.
- Provide oversight and expertise in grants and project development. Provide leadership and set direction on business issues throughout region and provide input to federal, state and local agencies.
- Partner with other local, state and federal small business and entrepreneurial resources.

## **Key Qualifications and Personal Attributes:**

### **Minimum Qualifications:**

#### **Education:**

- Bachelor's Degree from an accredited college or university with major coursework in business or a related field

#### **Experience:**

- Four years of responsible senior management experience in a private sector setting
- Experience in the following computer systems: Excel, Word & PowerPoint

### **Preferred Qualifications:**

#### **Education:**

- Master of Business Administration or Master's Degree from an accredited college or university with major coursework in business or related field or equivalent business experience is preferred

#### **Experience:**

- Two years of ownership or senior management of a small business
- Direct experience providing information, advice counsel and training to business is preferred
- Direct experience in developing and facilitating strategic planning sessions with clients
- Experience in both private and public sector
- Public speaking
- Experience in working with senior leaders in business or the community

### **Skills:**

- Results Focused – executes strategy and takes accountability for group results
- Business Acumen - practical application of business operations, including finance, operating control systems, human resource management, marketing, public relations
- Administration –, budget management, office management
- Staff Orientation – select, develop and manage associates

- Profit Conscious – manages allocated resources to attain optimum bottom line results
- Executive Presence – works with other senior leaders as a peer and is seen as such
- Analysis and Judgment – ability to analyze documents and situations and make reasonable judgments about next steps
- Networking – ability to build relationships with a variety of people

**Motivation:**

- Leadership Focus – desire and willingness to coach and develop others
- Entrepreneurial Spirit – looks at the business as their own and continues to develop and improve it
- Initiative – takes action on problems or opportunities without being prompted
- Independent Contributor – works independently, is self-motivated, goal oriented, can meet deadlines without significant supervision
- Continuous Learner – wants to continuously gain new knowledge, approaches, and experience
- Fast Paced and Diverse – wants a job that changes day to day with a variety of tasks and interactions

**About the Evansville Regional Economic Partnership:**

The Evansville Regional Economic Partnership (E-REP) was formed on April 1, 2021 as a result of a strategic alignment of three existing business organizations serving the Southwestern Indiana area – Southwest Indiana Chamber of Commerce (Chamber), Economic Development Coalition of Southwest Indiana (EDC) and the Growth Alliance for Greater Evansville (GAGE) as well as two separate Foundations—Southwest Indiana Chamber Foundation, Inc. and Quad County Development Commission, Inc. This unique and innovative partnership, which includes a 1,500-member Chamber of Commerce and Southwest Indiana’s two leading economic development organizations, represents a comprehensive approach to support the business community. The primary mission of E-REP is to encourage business attraction and expansion, job creation, and business investment to foster and promote a thriving economy throughout Southwest Indiana. By aligning the three organizations and the two foundations, E-REP provides a more comprehensive set of supports and services and is as the single point of contact for companies looking to locate or expand in Southwest Indiana. In addition, through effective and ongoing advocacy efforts, E-REP represents a powerful voice in promoting policies that foster a more business friendly environment throughout the region. The regional partnership with the Indiana Small Business Development Center continues with E-REP. Guiding Principles for E-REP:

- Operates regionally
- Commitment to equitable prosperity
- Small business is front and center
- Leverage the unique value of both the public and private sectors in delivering success
- Advances regional prosperity and global relevance

More information can be found at <https://evansvilleregion.com> and <https://isbdc.org/locations/southwest-isbdc/>