

## **POSITION ANNOUNCEMENT**

### **Associate State Director – Program Management**

#### **ORGANIZATION**

The Pennsylvania Small Business Development Centers is a statewide network of 18 college and university based entrepreneurial assistance centers headquartered at the Wharton School of the University of Pennsylvania. The SBDCs utilize the resources of their affiliated academic institutions to provide training, information and confidential consulting to prospective entrepreneurs and existing small businesses throughout Pennsylvania. Additional information about the program is available at [www.pasbdc.org](http://www.pasbdc.org).

The University of Pennsylvania, Philadelphia's largest private employer, is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational opportunities. We offer excellent benefits, competitive salaries, generous professional development opportunities, and an opportunity to work in an exciting surrounding that supports diversity.

The Wharton School of the University of Pennsylvania is an equal employment opportunity/affirmative action employer.

#### **DUTIES**

The Associate State Director for Program Management of the Pennsylvania Small Business Development Centers network is responsible for supervision of staff of the State Director's Office; for management of internal network operations; for obtaining resources to sustain the network; for managing network marketing, communications and branding; for policy and program development and strategic planning; for managing activities to improve network performance and efficiency; and for assisting the State Director in representing the program in cooperative activities with stakeholders and partners.

Responsibilities include, but are not limited to:

- ❑ Supervise the administrative, programmatic and marketing staff of the State Director's Office;
- ❑ Develop, interpret and apply network policies and procedures, and evaluate service delivery of the 18 subcenters;
- ❑ Coordinate the development and implementation of the strategic plan and operations plans;
- ❑ Manage the proposal and grant preparation process and preparation of reports to meet various program reporting requirements;
- ❑ Direct brand management, communications and marketing activities across the network, including directing the marketing activities of the 18 subcenters;
- ❑ Manage educational programming to align with strategic priorities;
- ❑ Identify and solicit new sources of financial support, including enhancing our relationships with key stakeholders;
- ❑ Coordinate intra-network communications and manage network professional development activities;
- ❑ Assume responsibility for the day-to-day supervision of operations of the state program, problem-solving, interpretation of program guidelines in the absence of the State Director.

## QUALIFICATIONS

Applicants must possess a Master's degree in business or a related discipline from an accredited college or university; five (5) – seven (7) years of experience in managing a business assistance program; experience in obtaining public and private funding resources; ability to work with diverse groups of people; excellent communication skills; proficiency in common productivity software; and a valid drivers license and the willingness to travel (approximately 1 full week/month).

## COMPENSTATION

**Note:** *Position contingent upon renewed funding.*

**Salary Grade:** 29 (for information on the university's salary structure, please visit <http://www.hr.upenn.edu/Compensation/SalaryOverview.aspx> )

**Benefits:** Penn offers an excellent benefits package including: medical, dental, prescription coverage, vision care, life insurance, health care/dependent care pre-tax expense account, retirement plan with generous matching, tuition assistance benefits for employees and family, paid holidays, and generous vacation.

## TO APPLY

Visit the University of Pennsylvania HR website (<https://jobs.hr.upenn.edu/applicants/>) and search on Reference Code **090526646**.

**Applications MUST BE MADE** through the University of Pennsylvania HR website. Any other submissions will NOT be accepted.

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The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic, or other University administered programs or employment. Questions or complaints regarding this policy should be directed to: Executive Director, Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106 or by phone at (215) 898-6993 (Voice) or (215) 898-7803 (TDD). <http://www.hr.upenn.edu/>