



**AVAILABLE POSITION:
Women's Business Center Program Director**

Agency Overview: The Women's Enterprise Development Center Inc. (WEDC) is a non-profit business development organization, a Small Business Administration's (SBA) Women's Business Center, and a New York State Empire Development Corporation's Entrepreneurial Assistance Program (EAP) Center, designed to help women and minorities achieve economic self-sufficiency through small business ownership. Our goal is to build a vibrant community of women entrepreneurs by providing high-quality business training programs, one-on-one business counseling, and assistance with loan packaging and the NYS M/WBE certification process. WEDC's core-training program is a comprehensive 60 hour entrepreneurial training program (ETP). Programs and services are offered in English and Spanish in Westchester County and in the Hudson Valley. WEDC assists entrepreneurs at every stage of business development and serves approximately 1200 entrepreneurs each year.

Position Summary: The Women's Business Center Program Director will serve as the director of the SBA Women's Business Center grant program and oversee its successful implementation and management. The director will be responsible for other related major grants to ensure that annual goals, reports, deadlines, and outcomes are coordinated and achieved. The director reports to the Chief Executive Officer and will work closely with program staff and a financial manager. The position is full-time.

Responsibilities: The Women's Business Center Director will have a thorough understanding of the SBA grant and of WEDC's major grant programs to ensure that programs and services delivered are in accordance with the SBA's Office of Women's Business Ownership policies, regulations and statutes.

- Work with program staff members to ensure the overall delivery of quality small business development assistance programs and services that promote the growth of women and minority enterprises in the region.
- Prepare and develop grant applications, renewals and reports especially the narrative sections for the SBA and other major funders, maintain track of annual goals and assist in the evaluation of the effectiveness of the center's trainings and services in order to meet the needs of our clients.

- Work with the database and program assistant to oversee the maintenance of clients' files, reports, progress and successes.
- Review financial budgets and reports with financial manager
- Attend annual conferences and participate in monthly conference calls and/or webinar meetings as required by the SBA.
- Assist in providing business counseling and technical assistance to clients and potential clients via various channels including: in person, email and telephone.
- Be available to attend evening classes of the 60 hour ETP and Path to Entrepreneurship (PTE) and other events and activities.
- Provide effective outreach to community organizations, business groups and women's groups to create awareness of the center's programs and services that will assist in recruitment of clients and bring new resources to the center.
- Work with WEDC's alumni group to further the center's goals of building a community of women entrepreneurs and to assist them in growing their businesses, e.g. through networking events, mentoring roundtables, etc.

Skills: The appropriate candidate should possess the following skills:

- Strong organizational skills, including program management, leadership and training skills
- Excellent writing and communication skills
- Budgeting and financial analysis helpful
- Strong interpersonal skills and ability to work in a team-oriented environment
- Knowledge and proficiency in Office 365, Microsoft Outlook, Excel and ability to learn data systems

Qualifications/Experience:

- Bachelor's degree; MA preferred; concentration in business/entrepreneurship a plus
- Non-profit, economic development and grant management experience
- Small business background/ entrepreneurial mind set
- Previous experience with programs for women

Timeframe: Available immediately

Contact: Please email resume and cover letter to:
Anne M. Janiak, Chief Executive Officer at ajaniak@wedcbiz.org

Women's Enterprise Development Center Inc. (WEDC) Equal Opportunity Statement

WEDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.