



## Director, VSEDC Women's Business Center JOB DESCRIPTION

**Reports To:** Chief Executive Officer  
**FLSA Classification:** Full Time, Exempt  
**Department:** Administration  
**Location:** VSEDC Head Quarters  
**Salary Range:** \$75,000 - \$125,000

### **Summary/Objective**

VSEDC is a dynamic, growing organization focused on helping diverse, innovative, and socially focused entrepreneurs start and grow their businesses. In 2015, VSEDC began a partnership with the Small Business Administration (SBA) to host a Women's Business Center in Los Angeles County. As the Director of the Women's Business Center at VSEDC, you will lead a talented team dedicated to fostering the growth of diverse and socially focused entrepreneurs, with a special emphasis on supporting female entrepreneurs. In partnership with the Small Business Administration (SBA), the Women's Business Center has become a pivotal hub for entrepreneurship and innovation in Los Angeles County. Your role will involve overseeing all aspects of the Women's Business Center, ensuring the delivery of high-quality programs, and administering the SBA grant that funds these activities.

### **Essential Functions**

- Provide strategic leadership and direction for the Women's Business Center (WBC)
- Strong business acumen including critical thinking and analysis to enhance strategic planning
- Oversee all aspects of WBC operations, including program development, implementation, and evaluation
- Develop and maintain strong relationships with key stakeholders, including clients, funders, and partners
- Ensure that WBC programs are relevant, impactful, and of the highest quality
- Advocate for small business development and women's entrepreneurship in the Los Angeles, County community

### **Competencies**

1. Initiative
2. Leadership
3. Time Management
4. Decision Making
5. Communication Proficiency
6. Organization Skills



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### **Supervisory Responsibility**

This position will supervise support staff.

### **Key Responsibilities**

#### **Entrepreneur Training**

- Develop and ensure the delivery of high-quality business training programs that are responsive to the needs of the business community.
- Ensure that resources necessary for program delivery are available and appropriate, including curriculum, trainers, volunteers, meeting space, etc.
- Provide one-on-one counseling and coaching to existing and prospective entrepreneurs providing clients with guidance in all aspects of business; including management, branding, planning, etc.
- Create a detailed implementation and resource planning for all personnel and resources the WBC program(s) require.
- Maintain partnerships with colleagues, individuals, and organizations to enhance program success and expand the network of resources to which clients have access.
- Interview prospective clients to assess needs and readiness for WBC's programs.
- Create plans for clients based on their needs, including peer circles, workshops, individual technical assistance, or referrals to other VSEDC or community programs.
- Communicates with clients about goals, questions, or additional support needed.

#### **Women's Business Center Program Organization**

- Maintain up-to-date client files and other program documentation in accordance with SBA and VSEDC guidelines and ensure that all SBA WBC administrative policies are followed
- Coordinate and participate in regular meetings of the WBC Advisory Board and general VSEDC meetings
- Participate in all SBA WBC calls and meetings
- File quarterly reports with SBA and other funders as required in conjunction with the Director of Finance or Compliance



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- Plan for and track all “in-kind” activities to maximize program effectiveness and meet SBA requirements
- Oversee and approve WBC budget and expenditures
- Support marketing activities by providing accurate and timely program information, client data, and inspirational client stories

### **Community Leadership**

- Serve as an advocate for small business development and women's entrepreneurship in the Los Angeles County community.
- Demonstrate a commitment to economic equity and a collaborative approach to addressing the needs of women entrepreneurs and the broader community.
- Perform other duties as assigned by the CEO or required by the SBA WBC program.

### **Minimum Qualifications**

- Passion and commitment to VSEDC mission and vision
- 3+ years of experience in a leadership role
- Proven track record of success in developing and implementing innovative programs
- Ability to build strong relationships with the business community and government agencies
- Excellent communication and presentation skills

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- **Physical Demands**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.



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### **Position Type/Expected Hours of Work**

This is a full-time exempt position not eligible for overtime. Position and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m.

### **Travel**

No out of town travel is expected for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Signatures**

I acknowledge that the above job description is an outline of what is expected of me and it is not all inclusive. Management has the right to change, alter or add additional projects, duties, and/or tasks according to the needs of the organization with or without official updating.

*If you are interested in applying for this position, please submit your resume to: [dwhite@vsedc.org](mailto:dwhite@vsedc.org)*