



**Position Title:** Director, LaunchPad Small Business Development Center (SBDC)

**Position Type:** Contract

**Time Requirement:** Full-Time

**Location:** Newport Beach, CA

### **Organization Overview**

Octane convenes and enables the Southern California tech and medtech business ecosystem by connecting people, resources and capital. Octane will help create 55,000+ high-paying technology jobs in Southern California by 2030!

### **Focus Areas Include:**

- **Connect** – Created in 2002, the convening organization for innovation and content creation in Southern California. Includes 6 annual signature events (Tech Innovation Forum, Octane Medical Innovation Forum, Ophthalmology Tech Forum, Aesthetics Tech Forum, High Tech Awards, and Cardiovascular Tech Summit) and monthly programs. In addition, Octane has over 50 annual partners that support its mission.
- **Incubate & Accelerate** – LaunchPad SBDC is an accelerator for Late Seed & Series A tech and medtech companies. Since 2010, 1,400 companies have been assisted by Octane, creating 26,316 high-paying jobs and \$4.6B in capital infusion.
- **Capital & Growth** – Solutions to solve capital shortfall & accelerate growth of revenue and job creation. Includes capital access (institutional, strategic, VC, private investor, Visionary Ventures & Elevation Ventures), operational expertise, shared services and CEO/CMO Peer Groups.
- **Community** – The catalyst for job creation, diversity & inclusion. Core initiatives include Next Wave, Healthsocial.ai, Women Leaders of Octane, Non-Profit Accelerator and STEAM Ahead.

### **Job Summary**

Provides strategic leadership and responsible for the operational management and results of the Octane LaunchPad Small Business Development Center (SBDC). This position directs the long-range strategic planning, operations, and/or administrative activities of a department or major function. Analyzes the effectiveness of and establishes future direction for functional policies and programs. The primary duty is to provide innovative leadership for other managers, professionals, and support staff while maintaining and expanding community relationships and contributing to the mission of Octane.

### **Summary Description**

Under the administrative leadership of the Regional Director, the SBDC Director will plan, organize, direct, and monitor the activities and operations of the Orange County Small Business Development Center (SBDC); serve as its primary interface with public agencies, governmental offices, small business/economic development providers, sponsors, and

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contract holders.

### **Representative Duties**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, organize, direct, and provide leadership for operations and activities of the OC Small Business Development Center; develop, implement, and maintain effective programs for proper execution of the SBDC mission.
2. Manage, develop, and implement goals, objectives, policies, procedures, and priorities for SBDC programs and functions; prepare and maintain appropriate documentation.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures; organize and meet with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities.
5. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Establish a cohesive team, clearly communicating technical leadership and expertise, department mission, functions, and procedures.
7. Provide program management and delivery of small business technical assistance services to small business owners and entrepreneurs in a timely and cost-beneficial manner; ensure adequate and qualified staffing to support the program and its mission.
8. Ensure that planning, scheduling, record-keeping, training, budgeting, and technical and administrative services of the program are appropriate, realistic, and within budget.
9. Ensure compliance with Federal Cooperative Agreements, Office of Management and Budget circulars, public agency contracts, and internal program procedures; make decisions commensurate with corresponding law and policies.
10. Develop, implement, and maintain an effective record-keeping and reporting system to document various aspects of SBDC services supplied to clients including specific workshops, client specific training, identification of clients counseled, trained, businesses started, and financing obtained, and other assistance rendered to clients.
11. Monitor various aspects of the SBDC budget including budget preparation and



execution.

12. Develop, coordinate, and implement the overall marketing of SBDC services to existing and potential clients, stakeholders, and community partners. Initiate and develop client development workshops, training seminars, and other client development activities such as business planning, marketing, bookkeeping, financing, and related areas.
13. Implement and execute special assignments requested by responsible authority.
14. Develop and monitor the execution of client counseling sessions, counseling session follow-ups, and other client assistance programs.
15. Represent the SBDC on various boards and committees related to small business assistance.
16. Perform related duties and responsibilities as required.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Operations, services, and activities of a Small Business Development Center.
- Principles and practices of program development and administration related to assigned program area.
- Marketing principles and techniques.
- Principles and practices of budget preparation and administration. Pertinent federal, state and local laws, codes and regulation.
- Principles of supervision, training, and performance evaluation.
- Sensitivity to all facets of the community including the needs of various groups that comprise it. Modern office procedures, methods, and equipment including computers and applicable software. English usage, spelling, grammar, and punctuation.
- Advanced oral and written communication skills. Interpersonal skills using tact, patience, and courtesy.

#### **Ability to:**

- Plan, manage, direct, and provide effective leadership within assigned area. Develop goals, objectives, policies and procedures.
- Develop, implement, and maintain effective programs for proper execution of SBDC mission. Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Work collaboratively and serve as primary interface with various stakeholders.
- Plan, organize, direct and coordinate with all direct reports. Select, supervise, train and evaluate staff.
- Successfully delegate, hold others responsible, and instill confidence among the staff and faculty. Read, interpret, apply, and explain applicable complex laws, regulations, requirements, policies, and procedures.



- Identify and respond effectively to sensitive organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Operate and use modern office equipment including a computer and applicable software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



## **Education and Experience**

### Required Qualifications:

- Bachelor's degree from an accredited institution in an appropriate area of specialization.
- Minimum of five years of professional, full-time experience in general business and small business development.
- Any appropriate combination of relevant education, experience, and/or certifications may be considered.
- Experience operating a personal computer and proficient with Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook).

### Preferred Qualifications:

- Master's Degree in Business Administration, Public Administration or related field plus at least five years management experience; or bachelor's degree with 10 years of business or management experience.
- Business ownership and/or consulting experience.
- Experience handling issues related to entrepreneurship, economic development, and business-community development.
- Experience directing and managing a multi-faceted, multi-location organization.
- Experience managing diverse organizations and constituencies.
- Demonstrated budget development and financial management experience.

## **Equal Employment Opportunity**

At Octane, we value bringing together individuals from diverse backgrounds. As an equal opportunity employer, we do not discriminate on the basis of race, color, religion, national origin, age, sex, physical or mental disability, medical condition, genetic information gender identity or expression, sexual orientation, marital status, protected veteran status, or any other legally protected characteristic.

## **Contact**

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To learn more about Octane, visit <https://octaneoc.org/>. To view Octane's Annual Impact Report, visit <https://octaneoc.org/#impact>.

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