

**Deputy Director**  
**Southside Business Technology Center (SBTC)**  
**Position Description**

**Position Description:**

The Deputy Director is a new position created to support SBTC's growth. Reporting to the Executive Director and working with the Staff and the Board, the Deputy Director will be expected to plan and implement systems and strategies to ensure the successful implementation of the organization's branch office establishment in Danville, Virginia and longer term organizational goals. The Deputy Director will have Danville Branch Office and Program Oversight responsibilities for the organization. The Danville Branch Office includes the territories of the city of Danville, Pittsylvania County, VA and Caswell County, NC. The Deputy Director will have supervisory responsibility for SBTC Business Analysts and Interns.

**I. Role**

The Deputy Director provides leadership for all technical assistance and business consulting projects in the SBTC.

**II. Overall Position Responsibilities**

The Deputy Director has Program Oversight responsibility in cooperation with the Executive Director including, but not limited to:

- Danville/Pittsylvania County Program Administration
  - o Proposal development
  - o Contracts
  - o Billing
  - o Pricing strategy
  - o Technology
  - o Office administration (supplies, files, etc.)
- Branch organizational strategy
- Program
  - o Design
  - o Delivery
- Measurement and Evaluation
- Staff
  - o Management of Business Analysts, Interns and Consultants
  - o Training and professional development
  - o New program intern recruitment
- Assist the Executive Director in Fund development
  - o Development strategy
  - o Establish priorities, goals, tracking mechanisms
  - o New funding partner recruitment
- Assist the Executive Director in Non-Profit partner relationships
  - o Partner strategy

- o Partner relations
- o New partner recruitment
- Assist Executive Director in Special Projects

### **III. Specific Responsibilities**

- A. Manage the development, everyday operations and future growth of SBTC's Danville branch office.
- B. Supervise the design, development, and implementation, including customer satisfaction for quality, timely work and financial self-sufficiency, of business consulting projects in Southside Virginia in cooperation with the Executive Director.
- C. Serve as a point of contact with private clients, state, regional, and local economic development organizations on business consulting and economic development projects in cooperation with the Executive Director.
- D. Assist the Executive Director in securing other large, multidisciplinary, regional projects through EDA and other funding agents.
- E. Market SBTC's services to potential client companies, and organizations through publications, speaking engagements, associations of economic development professionals, Chamber's Business After Hours, business networking events, and conferences and professional meetings.
- F. Manage a system that measures the impact of SBTC's project work through regular contact with past clients and the completion of at annual Client Impact Evaluation Surveys.
- G. Recruit and supervise SBTC interns and consultants.

### **IV. Job Scope**

The Deputy Director reports to the Executive Director of the SBTC. This position is a full-time salary position, located in Danville, Virginia. The incumbent is expected to travel at times, including some overnight, to develop and manage various business consulting and economic development projects.

### **IV. Qualifications**

- A. Education: Master in Business Administration in business or similar field required.
- B. Experience: Demonstrated managerial and supervisory experience. Minimum of five years experience in business consulting, including project management, planning, and development. Knowledge and experience with economic development activities, such as industrial development, international markets development, and technology application is preferred. Demonstrated ability to collaborate with political entities and foundations required.
- C. Demonstrated proficiency with these skills:

- Integrity
- Conceptualize, design, and implement various phases of business consulting projects, including strong analytical, project management, and financial management skills
- Communicate effectively in both oral and written forms, including project and grant proposals, presentations to prospective and current clients, and the production of project reports
- Positive working relationships with university faculty, staff, and students, business and industry professionals, and elected and appointed government officials through strong interpersonal skills
- Supervise and manage various staff, interns and outside consultants
- Highly organized, self-starter
- Candidates with for-profit experience encouraged
- Demonstrated success in leadership role(s)
- Natural relationship builder and team leader
- Demonstrated ability to network in support of fund development and other organizational objectives
- Excellent personal and team organizational skills
- Excellent oral and written communication skills
- Capacity to develop and implement new concepts and strategies
- Works well in both team and independent environments
- Ability to add a personal perspective to the program
- Ton's of enthusiasm!