Job Announcement –AnewAmerica Women's Business Center Director – Oakland

Background

AnewAmerica is a non-profit 501(c)(3) that provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility and civic engagement. We work with traditionally challenged communities, which include new Americans (new citizens, refugees and immigrants), women, minorities and low to moderate income households, to empower them to make their American dream a reality while contributing to the economic growth and social capital of their communities.

Position Summary

The AnewAmerica Women's Business Center (WBC) Director, Oakland plans and organizes a comprehensive array of business counseling services, public training and education programs, and business support services to meet the needs of business owners, start-ups, and nascent women entrepreneurs. The WBC focuses on providing these services to women, communities that are socially and economically disadvantaged, and to other business owners who seek support. The position reports to the Director or Programming.

Qualifications

- A background in business, program management, marketing, banking or financial management with at least four years of direct experience in the private or non-profit sector.
- Bachelor's degree.
- Computer literacy is required, being adept using PCs with a Microsoft Office Suite (especially Excel), Adobe products, and internet research.
- Experience managing a federal grant program or previous work with the SBA is a plus.
- Experience leading teams and managing partnerships with various stakeholders.
- Market knowledge of the Oakland area's business and residential communities is desirable.
- Experience working with small businesses and entrepreneurs is highly desirable.
- Bilingual in Spanish is highly desirable.
- Ability to interact with people of all ages and cultural backgrounds.
- Experience in working and deliver services to small business is highly desirable.
- Experience in small business banking and/or banking industry in training, lending, sales or service is highly desirable.

Key Role & Responsibities

This position is a leadership role in a small non-profit organization. The WBC Director is responsible for all aspects of planning, organizing, and implementing the goals of the WBC. The Director ensures that WBC program clients at various stages of business development receive the services and resources they need to help them succeed. The position also has a visible public role with extensive community relations activities, including interacting with other service agency partners and community stakeholders. The WBC Director also engages a volunteer advisory board to help plan events, develop programs, and strengthen community support for the Center's activities. Key skills and abilities for a successful WBC program director include:

- Strong interpersonal skills and the ability to work with/support a diverse base of entrepreneurial clients.
- Adept at training others in key business areas such as marketing and preparing financial statements.
- Adept at providing business counseling/technical assistance to entrepreneurial clients.
- Comfortable speaking to small and large groups.
- Creative in their ability to design and market the WBC program through a variety of methods and channels.
- Organized in record-keeping and reporting. In particular, detail-oriented and responsive to SBA and federal reporting deadlines.
- Collaborative, able to build positive peer relationships with many government offices, non-profit agencies, and other community stakeholders in the Oakland area.
- Strong relationship-building and relationship-management skills with all stakeholders (e.g. employees, clients, funders and partners.)

Salary and Benefits

Salary depends upon experience. AnewAmerica offers both Health and Dental insurance benefits to full-time employees after 90 days of employment. This currently includes Employer paid monthly premiums for Health and Dental.

TO APPLY

Please read the full job description, and apply by sending a signed cover letter, resume, and references to jobs@anewamerica.org. Please use "Women's Business Center Director, Oakland." in the subject line. Applications accepted until position is filled.

AnewAmerica is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.