

**JOB TITLE:** Project Director

**DEPARTMENT:** Sacramento MBDA Business Center, Programs Department

**REPORTS TO:** Vice President for Global & Domestic Programs

**FLSA STATUS:** Exempt

**SALARY RANGE:** Depending on Experience

**PURPOSE OF POSITION**

The Project Director oversees the strategic direction and implementation of the Sacramento Minority Business Development Agency (MBDA) Business Center. The Project Director designs strategic plans and services for the minority business enterprise (MBE) community and ensures quality delivery of program goals and deliverables for the Sacramento MBDA Business Center grant. The MBDA Business Center is operated by the California Asian Chamber of Commerce (CalAsian) and is located in Sacramento, CA. The Business Center works closely with other federal and state programs operated by CalAsian to assist minority and disadvantaged businesses in accessing new markets, grow in size and maintain competitiveness. Technical assistance and resources provided by the Center include enabling MBEs to access financial capital, state and federal contracts and subcontracts, and business development opportunities.

The position provides leadership and oversight for program activities and initiatives designed to attract new MBE businesses and to support existing businesses. S/he will also work closely with partner organizations and subject matter experts to develop initiatives, events, and business development opportunities to serve potential and existing businesses. The Project Director will manage three project staff to ensure all project activities under the MBDA Business Center are implemented effectively and efficiently, and all goals are successfully met.

**KEY RESPONSIBILITIES**

**Project Management and Reporting**

- Create business development and matchmaking opportunities for clients and customers
- Provide oversight for the design, development and quality of the Center's outreach, marketing, and communication for all program activities and events
- Manage the relationship with the marketing and communications department, and external vendors as needed to produce marketing collateral and promotional efforts (tasks include development and delivery of marketing materials)
- Work closely with partner organizations to co-host events, webinars and related activities designed to assist MBEs to access resources, tools, and technical expertise to access contracts and procurement opportunities
- Assist with developing impact reports to support the quality and delivery of grant objectives
- Oversee the quality and relevance of content for the Center's website and social media platforms.

**Coordination, Networking, and Partnership Building**

- Develop and cultivate robust partnerships with public and private organizations, corporate partners and small businesses to advance the reach and impact of MBDA priorities
- Lead the engagement and coordination with government, non-profit and private stakeholders to promote domestic business, contracts and procurement opportunities for MBEs

- Communicate opportunities, initiatives, and events with all existing and prospective partners in the public, private and corporate sectors

### **Grant Administration and External Engagement**

- Represent and communicate the mission and program goals of the MBDA Business Center to internal and external stakeholders and how MBDA works closely with CalAsian to advance the economic development goals to support disadvantaged and minority businesses
- Develop and manage all program updates and grant reports to MBDA networks and stakeholders, MBDA/U.S. Department of Commerce (DOC), and CalAsian leadership
- Participate in all MBDA/U.S. DOC monthly meetings and engagements as lead representative for the MBDA Business Center
- In coordination with the VP for Global and Domestic Programs, recruit, train and supervise staff and interns to support the MBDA Business Center program as needed
- Train, manage, and supervise staff who supports the Sacramento MBDA Business Center
- Coordinate with other department leads at CalAsian to ensure the Center works in compliance with both MBDA/U.S. DOC and CalAsian guidelines and expectations

### **Client Engagement and Customer Service**

- Develop a system and process for managing business client leads and strengthen existing mechanisms to better engage existing business clients
- Partner and coordinate with other CalAsian programs to synchronize areas where centers and programs overlap in its services to support the small business community (i.e. MBDA Export Center, MBDA Cares Act Business Center, City of Sacramento CARES Business Center, TAEP)
- Design efficient process and systems for managing client services by connecting them to appropriate resources, technical assistance (certification, bonding, contracting), and subject matter experts to support the needs and goals of business owners
- Develop relationships and partnerships with consultants, subject matter experts, and chamber partners to identify solutions and technical assistance to help clients succeed

## **REQUIRED SKILLS AND QUALIFICATIONS**

### **Education**

University degree in business development, marketing, business management or international trade, and MBA preferred.

### **Knowledge & Skills**

- Strong understanding of small businesses, U.S. government grants and contracts, U.S. government reporting and planning process
- Excellent planning, project management and personnel management skills
- Advanced written and verbal communication skills
- Flexible, creative, and able to work under pressure and meet tight deadlines
- Excellent interpersonal skills and high emotional intelligence
- Ability to engage senior leaders and small business community members
- Collaborative and strategic in partnering with other teams and departments to achieve program goals

### **Experience**

- A minimum of 5 years of work-related experience in business development, project management, and implementation of activities in domestic programs, international trade or economic development sector or a nonprofit organization
- Excellent project management experience with attention to detail
- Adept with identifying new business opportunities to serve clients
- Experience with designing data collection tools and research methods to develop impact reports highly desired
- Proven experience in leading a program and team towards achieving results under pressure
- Demonstrated experience in building collaborative relationships and unity within an organization to ensure program operations excel
- Proficiency in Windows-based software and willingness to learn CRM software

The Sacramento and California Asian Pacific Chamber(s) of Commerce are the largest ethnic chambers in California serving the Sacramento region, and the State of California's 600,000 API owned businesses. Both chambers are focused on providing consulting and technical assistance services for both domestic and international minority owned business clients to help them start, grow, and compete effectively both domestically and globally.

### **APPLICATION PROCESS**

Position open until filled. Submit CV with cover letter by email to [msaepanh@calasiancc.org](mailto:msaepanh@calasiancc.org).