



Job Description
Director
Bixel Exchange SBDC at the Los Angeles Area Chamber of Commerce

The Los Angeles Area Chamber of Commerce represents 1,600+ member businesses throughout Los Angeles County. The Chamber is Southern California's leading business advocacy organization dedicated to strengthening our economy and quality of life through job creation, workforce development, infrastructure investment and business development.

Position

The Los Angeles Area Chamber of Commerce has partnered with the U.S. Small Business Administration and the Southern California Small Business Development Center (SBDC) on an exciting program to provide Southern California tech entrepreneurs in businesses such as clean tech, gaming, ecommerce, digital media, SaaS and other tech sectors access to high quality mentors, advisers and educational content. The Bixel Exchange SBDC is one of the exciting technology-related programs launched under the Bixel Exchange brand at the Chamber. The Director works with the Chamber to develop and operate the new technology focused SBDC hosted at the Chamber and serving Los Angeles, Santa Barbara and Ventura counties. This is a salaried exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

Duties & Activities

Under the Chamber's direction this highly entrepreneurial individual will help us develop and implement activities related to the Bixel Exchange SBDC, including:

Advisory Services & Mentoring

Developing and implementing the Bixel Exchange SBDC's advisory and mentoring services are the core of the Director's job. The goal is to develop a model of mentorship that is innovative and scalable.

Responsibilities include:

- Develop and implement a scalable strategy for mentorship and advisory services for technology entrepreneurs. This will involve coordinating closely with partners at the Long Beach Community College District, our partners and others.
- Develop strong partnerships with organizations that can help create a pipeline of clients for the Bixel Exchange technical SBDC
- Develop strong partnerships with organizations/individuals that can provide pro bono advising to Bixel Exchange SBDC clients
- Develop strong partnerships with organizations that can assist in vetting and mentoring potential Bixel Exchange SBDC clients
- Recruit, train and manage advisors and mentors
- Providing one on one mentoring for Bixel Exchange SBDC clients
- Develop and maintain the infrastructure to ensure the smooth operation of the advisory services and mentorship program

Fundraising

The Bixel Exchange SBDC requires a significant amount of private revenue development to reach our program goals and meet fundraising responsibilities required under the SBDC program. The Director is responsible for meeting private revenue development goals for the Bixel Exchange.

Responsibilities include:

- Work with the Vice President of Innovation & Emerging Technologies and COO of the Chamber to determine the total revenue needs for the organization, and which portion shall be the sole responsibility of the Director.
- Work with the Vice President of Marketing & Communications on the development of fundraising materials

Administration & Fiscal Responsibility

As a partially federally funded program, the Bixel Exchange SBDC has required administrative tasks. The Director shall have primary responsibility for these administrative tasks.

Responsibilities include:

- Meeting (and ideally exceeding) all metrics required by the SBDC program; compile, write and submit timely narrative and quantitative (numbers-based) reports for all Bixel Exchange activities
- Maintaining good relations with the Lead Center and other SBDC Directors
- Ensuring that all relevant information is entered into webcats in a timely manner
- Develop, prepare and monitor SBDC budget (this will be done in conjunction with the Chamber's overall Innovation & Emerging Technologies budget, managed by the Vice President).
- Handle all invoicing and reporting requirements for the Bixel Exchange SBDC.
- Conduct any required follow-up and reporting activities with clients (including project evaluations and data collection).
- Prepare reports as necessary; administer Bixel Exchange SBDC client records; administer Bixel Exchange SBDC operational systems and records to assure audit and accreditation readiness.

Fiscal tasks include:

- Maintain P&L responsibility over SBDC budget
- Work with Chamber CFO, VP of Innovation & Emerging Technologies and other staff to develop budget
- Ensure that Bixel Exchange is meeting revenue goals and not exceeding cost goals
- Ensure that invoices go out and are collected in a timely manner

Special projects/workshops/events

Educational activities and events are a major part of accomplishing the Chamber's goal of helping build the technology industry ecosystem in Los Angeles. It is for this reason that the Chamber has retained an event strategist, who shall focus 100% of his time on event-related activities. Nevertheless, the Director

will be expected to play a role in the development of the event strategy and development of specific events. Tasks include:

- The Director shall take the lead in working with event strategist in the development and implementation of Bixel Exchange SBDC educational workshops
- Where appropriate and agreed to with Vice President, Director shall take the lead in working with event strategist on events jointly developed as part of the Chamber/SBDC programing
- Director may also be asked to support other events developed as part of the Chamber/SBDC programing

Visibility

The Director will need to increase awareness about the Bixel Exchange SBDC programs, learn about best practices and learn about other programs. Task in this area will include:

- Attendance at SBDC mandatory conferences and events
- Attendance at relevant technology-orientes events and conferences
- Research on best practices of other organizations
- Speaking opportunities at relevant events, conferences and meetings

Qualifications & Abilities Needed

- Bachelor's degree in business or a related field
- Minimum five years' experience in economic development, business consulting/advising or related field
- Prior experience working in the technology space required
- Experience with small business assistance programs and grant funding requirements is highly desired
- Senior level management experience in a private company or nonprofit organization
- Strong oral and written communication skills
- Strong analytic and problem-solving skills and the ability to work well with others
- Entrepreneurial spirit
- Strong organizational skills
- Ability to maintain effective working relationships with clients, partners, staff, and members of the general public from diverse socioeconomic backgrounds.

Please email resume/cover letter to Sean Arian, Vice President, Innovation & Emerging Technologies, L.A. Area Chamber, at sarian@lachamber.com. No phone calls.