



Position: Program Coordinator - Northland Small Business Development Center

Primary Location: Northeast MN, remote/hybrid work options available

Status: Full-Time, Salaried

Looking for a rewarding career at an organization that empowers small businesses? The Northland Small Business Development Center (SBDC) is seeking a Program Coordinator to join our team and contribute to our award-winning program of the Northland Foundation. The Northland SBDC provides one-on-one technical assistance to entrepreneurs in the seven counties of Northeast Minnesota and in five Native Nations. The Program Coordinator is responsible for managing day-to-day operations of the SBDC as well as driving special initiatives forward. Candidates must have the ability to work both independently and collaboratively and thrive in a flexible work environment with a primarily remote team.

Compensation & Benefits:

Salary range of \$72,000-\$80,000. Benefits highlights include:

- 100% of health insurance premiums for successful applicant and up to 80% for dependents
- 39 days (312 hours) of total PTO and paid holidays annually, increasing to 45 days (360 hours) after two years of employment
- Paid parental leave
- 6% of salary contributed to retirement plan (after one year of continued employment and 1,000 hours worked)

Relationships

- Reports to Regional Director, Northland SBDC
- Manages a team of 10 independent contractor consultants
- Engages with a team of 5 SBDC employee consultants and administrative support staff
- Builds and supports partnerships with key regional stakeholders in economic development

Responsibilities:

Program Administration (35% of time) Manages day-to-day operations of the SBDC program, ensuring efficiency and compliance with federal and state requirements.

- Oversees client intake and assignment process
- Monitors and maintains data quality in client management systems
- Manages consultant contracts and relationships
- Coordinates training programs and events for clients and staff

Strategic Planning and Project Management (25% of time) Contributes to the center's strategic direction and leads innovative initiatives to achieve program goals.

- Participates in leadership meetings and strategic planning sessions
- Analyzes program data to inform decision-making and identify opportunities for improvement
- Proposes and develops innovative approaches to enhance SBDC services
- Plans, executes, and evaluates special initiatives aligned with strategic goals
- Monitors project progress, ensures deadlines are met, and reports on outcomes

Financial Management, Reporting, and Compliance (30% of time) Assists in budget development, monitoring, and reporting to ensure fiscal responsibility and sustainability and program compliance.

- Processes invoices and manages contractor budgets
- Assists in preparing financial reports for stakeholders
- Supports grant writing and reporting processes
- Prepares regular reports on program performance and outcomes
- Supports accreditation and site review processes

Stakeholder Relations (10% of time) Maintains strong relationships with internal and external partners to support the SBDC mission.

- Represents the SBDC at community events and partner meetings including giving presentations
- Responds to inquiries from the Lead Center and other stakeholders
- Coordinates with other SBDC network members on statewide initiatives

Required Skills/Abilities:

- Dedication to advancing entrepreneurialism and equity in underserved communities
- Strong organizational and project management skills
- Excellent written and verbal communication skills
- Proficiency in querying data and designing reports in database management tools
- Ability to manage multiple priorities in a fast-paced environment
- Knowledge of small business operations and economic development principles
- Analytical skills to interpret data and make recommendations
- Adaptability to changing program needs and priorities
- Ability to work with and maintain highly confidential information in a professional manner

Education and Experience

- Associate's degree or above in business administration, public administration, data analytics, or related field
- Minimum of 3 years of experience in program or project management
- Experience with federal or state grant programs preferred
- Familiarity with SBDC programs and services is a plus

Logistics

Our office is in Duluth, but we offer flexible work arrangements including remote work options for candidates throughout the region of Northeast Minnesota. Candidates must have reliable internet and phone service. Reliable transportation is required to travel to outreach events and meetings on average 3-8 days per month.

Apply:

1. In the body of an email, please write up to three paragraphs (about 3-7 sentences in each paragraph) telling us why you are interested in and about your qualifications for the position. You will not receive more or less consideration because of a longer or shorter email.
2. Attach your resume to the email and, if you have one, share a link to your LinkedIn profile.
3. Please send your email to Julie Weisgerber at julie@northlandfdn.org

Application Deadline: 4:00pm Thursday, September 26, 2024

The [Northland Foundation](#) is a regional foundation serving the seven-county region of northeastern Minnesota and is host of the Northland Small Business Development Center (Northland SBDC). The Northland SBDC operates under the Minnesota Small Business Development Center (SBDC) Network. The SBDC is a program sponsored by the U.S. Small Business Administration ([SBA](#)), Minnesota Department of Employment and Economic Development ([DEED](#)), and sponsoring host organizations and partners. The [Minnesota SBDC](#) is part of a nationwide network of SBDC offices organized as the Association of SBDCs (ASBDC) known as America's SBDC. The primary mission of the Minnesota SBDC is to support economic development in the state by providing technical assistance (professional business consultation and education) in the start-up, successful operation, and expansion of small businesses within the state's small business community. Northland Small Business Development Center is funded in part through a Cooperative Agreement with the U.S. Small Business Administration, Minnesota Department of Employment and Economic Development and regional support partners. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the program sponsors. Programs are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. **Northland Foundation is an equal opportunity employer, lender, and provider.**