

## **Director – Veteran’s Business Opportunity Center**

**This position will fully utilize a diverse set of skills, focused on expanding the mission of the Nebraska Enterprise Fund (NEF) Veteran’s Business Opportunity Center (VBOC), [www.nebbiz.org](http://www.nebbiz.org), throughout Iowa and Nebraska.**

### **Basic Function:**

The **Director – VBOC** leads the VBOC to deliver high quality programming including Boots to Business and Reboot programming to members of the military, veterans, and their families. Ensures delivery of VBOC programming across Nebraska and Iowa as well as coaching to the same. The Director sets strategy to meet the goals and milestones of the program while ensuring innovation in program delivery, communication, and outreach. The Director ensures that these businesses and aware of and receive access to technical assistance, mentoring and coaching consistent with the mission of the Nebraska Enterprise Fund and VBOC program. This role requires resourceful partnership development to expand outreach.

### **Key Responsibilities and Accountabilities:**

1. **Program Leadership** - Responsible for executing VBOC programming across Iowa and Nebraska. Develops plans to execute high level programming to military service members, veterans and their families. Cultivating relationships the SBA, other resource providers, and key community members to promote increased visibility in market. Represent NEF VBOC in public forums, facilitate community outreach efforts, and build referral networks.
2. **Technical Assistance and Business Development Services** - Responsible for working with businesses and program partners to evaluate their overall financial health, determine financing needs, verify credit-readiness, and assess project feasibility. Present Boots to Business and Reboot workshops. Collaborates with SBA on conferences and special programming for veterans. Ensures 100% participation of B2B classes in coverage area. Supports Reboot programs in partnership with SBA District offices and other resource partners. Provide relevant and timely mentoring, coaching, and technical assistance to a diverse group of businesses. Able to relate to multi-cultural markets and diverse businesses.
3. **Program Marketing** – Ensures website and calendars are up to date. Coordinates and collaborates with SBA District Offices on outreach activities. Interface with NEF’s key stakeholders to identify synergistic relationships and program development.
4. **Program Research** - Responsible for researching and assembling background information and materials on potential lending programs relevant to local market needs.
5. **Market Research** - Responsible for reading, reviewing, and summarizing relevant community reports, ordinances, plans and documents related to the local market.
6. **Preparing Reports** – Responsible for providing quarterly reports on outcomes. Ensures training and outreach activities are entered in Neoserra Performance Management System and the B2B Management System.
7. **Team Management** – Responsible for the VBOC team to ensure they effectively meet the requirements of the programming.

## 8. Other Duties as assigned.

### Qualifications:

This position requires:

- Ability to work independently, take initiative, and focus on results
- Strong time-management, multi-tasking and organizational abilities
- Evidence of significant external client contact & business development skills
- Excellent financial analysis skills, with outstanding attention to detail and familiarity with accounting
- Demonstrated commitment to small business development and a passion for responsibly meeting the financing needs of veterans, service members and families in their entrepreneurial journey
- Ability to deliver Business Development Skills to entrepreneurs through training, mentoring, coaching and consulting
- Exceptional written and oral communications and interpersonal skills including experience in speaking to groups
- Strong presentation skills and able to present insightful analysis with decision-making analysis to management and committees.
- Ability to work collaboratively with other team members, external customers, and community stakeholders
- Capacity to work in multi-cultural communities and with diverse businesses
- Flexibility, creativity, and patience, with imagination, and enthusiasm
- Openness to learning new skills and systems, with an entrepreneurial work ethic
- Proficiency with Microsoft Office applications including Word, Excel, and PowerPoint. Access experience a plus.
- Bachelor's degree required in business, finance, accounting, entrepreneurship, economics, or related field or equivalent experience
- Spanish skills a significant plus

This position is based in Omaha, NE. Regular travel in Iowa and Nebraska is required. Occasional air travel may be required for industry meetings and/or training. 100% of time is focused on VBOC activities.

### Reporting:

This position reports:

- Directly to the Executive Director
- Indirectly to Board

### Application Process:

Interested parties may submit a resume and cover letter to Jim Reiff at [jimr@nebbiz.org](mailto:jimr@nebbiz.org) or via mail: