
MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

TITLE: SVP, SMALL BUSINESS SERVICES/BUSINESS SOLUTIONS **FLSA:** EXEMPT

REPORTS TO: CHIEF OPERATING OFFICER **REVISED:** MARCH 2022

PAY GRADE: 9

POSITION SUMMARY

Responsible for the leadership and executive direction of Small Business Services and Business Solutions division of the Michigan Economic Development Corporation. Operational units under the direction of the SVP include, but are not limited to International Trade, Pure Michigan Business Connect (PMBC), Small Business Services, Capital Access, and Business Solutions. Oversees the development and execution of organizational strategy and is accountable for the development and implementation of MEDC and division strategic plans, with specific emphasis on small business support. Ensures effective and efficient operations through procedural and programmatic analysis. Represents MEDC leadership to further the organizational mission, strategy and direct positive change. Works with MEDC board members, Executive Staff, COO, and the President/Chief Executive Officer to accomplish the strategic goals and objectives of the corporation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- ✦ Leads and directs the work of Small Business Services and Business Solutions division to ensure that objectives and results are aligned with organizational goals and overall MEDC strategy and vision.
- ✦ Provides executive oversight and programmatic direction to divisional leadership; develops budgets and directs strategic activities around targeted activities.
- ✦ Develops and implements a long-term vision and shorter-term strategies to support small business, grow Michigan exports, foster rural development, provide access to capital, and connect businesses with key services and products through PMBC.
- ✦ Oversees and enhances relationships and key strategic partnerships across small business resource providers throughout the state, including local units of government, financial institutions, small business owners, retail associations, community organizations, etc.; provides networking and referral support to small business stakeholders.
- ✦ Oversees and authorizes state-wide programming around small business; facilitates placemaking efforts with new and existing small businesses.
- ✦ Collaborates with executive and division leadership to authorize strategies, economic development tools, programs and plans to ensure the success of the International Trade program (i.e. facilitated revenue goals are met).
- ✦ Oversees and executes on closing commitments; maintains and directs post commitment relationships.
- ✦ Oversees and authorizes new tools and programs to enhance procurement in Michigan and connecting service opportunities; oversees matchmaking program execution.
- ✦ Meets with key leadership to review goals and performance, to discuss internal process and ideal outcomes, and to identify challenges and develop solutions to resolve them.
- ✦ Maintains and develops MEDC's relationships and partnerships with internal and external stakeholders.



- ✎ Ensures that the MEDC executive team is fully informed of divisional issues and their impact to the MEDC, including providing formal written analyses and recommendations, and scheduled general updates.
- ✎ Develops and implements budget strategies that encourage fiscal accountability at the division level.
- ✎ Represents the MEDC at various business meetings, boards, committee hearings, events and presentations; leads and facilitates complex discussions and brings groups to actionable outcomes.
- ✎ Performs other special assignments, as requested.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires a Bachelor's degree from a four year college or university in Business, Economic Development, Finance, Management or related field. Advanced degree preferred.

EXPERIENCE: This position requires a minimum of ten years related experience and/or training in management, preferably with a small business focus, including two years of senior level management over key operational divisions; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES: The position has supervisory responsibilities.

CERTIFICATES, LICENSES, OR REGISTRATIONS: None required.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

REQUIRED:

1. Ability to analyze, assess, and direct activities for key organizational results.
2. Ability to function with strong interpersonal skills and the ability to coach and guide employees.
3. Ability to lead, motivate and move corporation forward from both individual employee and overall organization perspectives.
4. Ability to function with excellent written and verbal communication skills with keen listening skills and negotiation skills.
5. Ability to read, analyze, and interpret the most complex documents.
6. Ability to respond to the most sensitive inquiries or complaints.
7. Ability to write speeches and articles using original or innovative techniques or style.
8. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
9. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
10. Ability to define problems, collect data, establish facts and draw valid conclusions.
11. Ability to effectively use common business computer software such as word processing, spreadsheet, and presentation software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle,

or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. Travel is required with the potential of frequent overnight stays.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.