Job Description: Director, Entrepreneurship

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Job Classification: Full Time Exempt

The Director, will be able to impact and shape CMP’s Business Outreach Center by developing and delivering programs and resources relevant to aspiring and existing entrepreneurs. The Director will further oversee and professionalize the current operation to support strong and reliable programming while leading a small team.

ESSENTIAL FUNCTIONS

Strategy
• Provide thought leadership on entrepreneurship internally and externally.
• Operationalize programming benchmarks to drive decision-making.

Entrepreneurship Programming
• Oversee existing programs such as the Entrepreneurial Assistance Center, Business American Style, Mentors, and more
• Strengthen and develop programs, topics, and resources tailored to the needs of entrepreneurs
• Provide topics/programming to recruit new clients to engage with CMP BOC
• Serve as a liaison between workshop leaders, speakers, and judges and cultivate a solid network of speakers/judges.
• Maintain and evolve a database of workshop leaders, speakers, judges, and alumni.

Day-to-Day Operations
• Oversee all aspects of programming logistics, e.g. speaker coordination, marketing, room setup, audio/visual, catering, social media, newsletter content, photography, follow up.
• Manage, build and develop CMP BOC team members including recruiting, onboarding and managing student staff and orchestrating volunteers.
• Operationalize CMP BOC processes, assign team responsibilities, revise and improve as needed, and capture processes effectively for sustainability.
• Oversee CMP BOC’s operational budget.

Partner Management
• Process external relations with individuals, companies, non-profits, governmental organizations, and etc.
• Develop engagement opportunities for external partners, Advisory Board, etc.
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- Assist in the preparation of proposals and attend meetings to promote the Entrepreneurship Center programs and solicit program funders, supporters, and volunteers.

BOC Visibility & Communication
- Develop inventory of internal/external partnership opportunities that would elevate CMP’s position in the entrepreneurship ecosystem.
- Sustain ongoing and initiate new partnerships/collaborative projects internally and externally to increase visibility.
- Drive and oversee the production of content for CMP BOC’s materials, videos, newsletters etc and its placement on the web and across social media channels.
- Promote CMP BOC programming at open houses, community fairs, etc.
- Assure reliable stakeholder communication to sustain engagement across students, faculty, alumni, external partners.

Qualifications & Experience
- MBA with 1 year experience OR BA/BS with 3 years experience
- Ability to think systemically and establish long term frameworks towards infrastructure
- Experience building internal capacity and professionalizing processes for sustainability
- Proven track record of successful project management in non-profit, higher education, etc.
- Track record of leading collaborations among interdisciplinary groups within and outside organization
- Experience sourcing and convening stakeholders to move strategies and projects forward successfully
- Demonstrable benchmarking and assessment skills
- Sensibility for marketing and branding internally and externally to create enthusiasm, momentum and community
- Strong communication skills across all levels of an organization
- Knowledge of business training, marketing, and community development.
- Excellent interpersonal skills.
- Good writing, verbal, and communication skills.
- Ability to juggle multiple tasks with good time management, administrative skills, and project development.
- Strong collaborative skills.