



JOB ANNOUNCEMENT

Entrepreneurial Program Manager or Coordinator (DOE)

General

Region 10's Entrepreneurial program is a multifaceted initiative that supports, leverages, and creates the resources necessary for an innovative and entrepreneurial region. The goal of the program is to further develop an entrepreneurial web that builds, connects, and supports strong activity and resource infrastructure that inspires and supports startup activity across the region.

The selected individual will be responsible for the development and implementation of Region 10's Entrepreneurial program. The candidate will work closely with Region 10's Small Business Development director to ensure the goals of the program are met.

Reporting relationships

Reports to and works under the direction of the Small Business Development Director or Program Manager.

Responsibilities include:

- Coordinate and execute Meetups, coffees, and activities for entrepreneurs to gather and share ideas/challenges. This includes, but is not limited to, participation in the Startup Colorado's activities;
- Build community partnerships with various public, private, and nonprofit agencies to promote Region 10's Entrepreneurial program and its initiatives through public speaking engagements, presentations, and individual networking;
- Coordinate, complement, and support efforts of existing entrepreneurial programming throughout the region including ICELab, AWE (West End), Startup Colorado (SUCCO), etc.;
- Participate in regional initiatives related to the mission of the Entrepreneurial Program;
- Attend meetings and conferences;
- Attend advisory committee meetings;
- Act as a liaison for the Region 10 Business Cultivator with prospective, new, and existing businesses, as well as local and regional organizations;
- Ensure adequate supplies are available for the program operations, events, and meetings.
- Ensure program areas are ready for participants and meetings;
- Monitor and manage technology, including meeting technology, member management (Proximity), and security software;
- Monitor and document participation and outcomes for the program;
- Prepare reports for the program director, stakeholders, and others as necessary;
- Travel throughout the six-county region, as well as occasional travel within the state and beyond; and
- Other duties as assigned.

Depending on candidate experience additional management duties may include:

- Develop an entrepreneurial network throughout the region;
- Oversee duties and activities of the Business Cultivator kitchen coordinator and/or admin personnel;
- Develop and create programming to be implemented by the manager, coordinator and administrative staff based in Olathe and the six-county region;
- Direct the day-to-day management of the Business Cultivator;
- Develop, implement, and oversee all aspects of Entrepreneurial program;
- Budget management.

Preferred Qualifications and Skills:

- Excellent written and verbal communication skills and comfortable with public speaking;
- Project management experience (2-5 years);
- Staff supervision and management experience;
- Experience working with small businesses;
- Bachelor's degree in business (and/or functional areas such as accounting, finance, marketing, operations, human resources, etc.), entrepreneurship, or other related field. Experience may be considered in lieu of degree;
- Grant reporting experience;
- Strong analytical and problem-solving skills;
- Ability to build partnerships;
- Strong leadership skills;
- Competency with Microsoft 365/Office;
- Strong organizational skills;
- Understanding of innovation and entrepreneurship programs and concepts;
- Bilingual (Spanish); and
- A background in economic development, community development, or nonprofit management.

Manager Salary Range: \$55,000 – \$63,000 (\$2115.50- \$2423.00 bi-weekly) DOE (Salary Only)

Coordinator Salary Range: The non-exempt salary range is \$22.00 to \$26.00 hourly (\$1760.00 to 2080.00 bi-weekly) DOE.

- Position Type: Administration/Program Manager or Coordinator
- Location: Based in Olathe at Region 10's Business Cultivator
- Date Available: ASAP
- Closing Date: Until filled

Region 10 League for Economic Planning and Assistance is a 501(c)3 nonprofit organization based in Montrose, Colorado, that serves seniors, businesses, and communities in a six-county region, including Delta, Montrose, Gunnison, Hinsdale, Ouray, and San Miguel counties.

Region 10 is an Equal Opportunity Employer offers competitive compensation and benefits, including paid leave, health insurance and retirement match.

Apply at www.region10.net/work-with-us or email us at applications@region10.net and be sure to include a cover letter stating why you believe you're a good fit for this position, your resume, and three professional references. Please include "Entrepreneurship Program" in subject line.