



Job Description

Director of Small Business & Entrepreneurial Development

Employment Classification & Job Status: Non-exempt & At Will

Reports To: Vice President, Economic Development

Duties & Responsibilities:

- Oversee development and maintenance of events, communications, and programs to support Small Businesses and Entrepreneurs in the Alamance County Community
- Create and manage annual grant program and corresponding pitch event for small businesses and entrepreneurs
- Coordinate with Director, Economic Development Projects for custom research as requested
- Create, maintain, and regularly update content for Small Business & Entrepreneur Development webpage, newsletter and social media
- Create and maintain a Small Business/Entrepreneur database
- Develop relationships and database of Small Business/Entrepreneurial resources (ecosystem partners)
- Prepare materials for and makes oral presentations as required
- Maintain and execute a comprehensive communication plan for Small Business and Entrepreneurship
- Plan and coordinate educational programming series, meetup events
- Perform other duties as assigned

Skills Required:

- Education – Minimum of associates degree in combination with appropriate level of work experience
- Work Experience – minimum of two years of experience in related field(s)
- Must be highly organized; ability to conceptualize but also very attentive to detail
- Possess excellent written and oral communication skills
- Comfortable with public speaking and/or making presentations
- Excellent computer skills particularly with MS Office Suite, Wordpress, Adobe Creative Suite.
- Self-motivated and directed and able to work independently with little supervision
- Comfortable with deadlines but also able to quickly shift focus and/or priorities
- Able to multi-task in a fast-paced and dynamic work environment
- Ability to interact and communicate with diverse personalities and constituents
- Event planning and management skills and/or experience preferred

Evaluation: Annual performance review by Vice President, Economic Development. Evaluated against program goals and objectives, ability to complete assigned tasks in form and manner that meets/exceeds customer expectations.

September 2021